



Islands Trust Conservancy

Regular Meeting Agenda

Date: Tuesday, November 24, 2020
Time: 10:00 am
Location: Electronic Zoom Meeting

Pages

1. CALL TO ORDER

2. APPROVAL OF AGENDA

2.1. Continuation of Electronic Meetings

That in order to meet the principles of openness, transparency, and accessibility, meetings of the Islands Trust Conservancy Board will be held electronically until Ministerial Orders under the Emergency Program Act and requirements or recommendations under the Public Health Act change regarding public attendance at trust body meetings; and that such meetings be live streamed, and the public invited to participate in meetings by connecting to the link or the phone number provided in the meeting notice, in order to observe proceedings and speak when invited by the Chair.

3. RISE AND REPORT

- Item 4.1.1 - The Islands Trust Conservancy approved an Opportunity Fund Grant of \$5,000 to be awarded to the Bowen Island Conservancy.

4. MINUTES/COORDINATION

4.1. Minutes of Meetings/Resolutions without Meetings

4.1.1. Approval of the October 6, 2020 Meeting Minutes 3 - 12

4.2. Follow-up Action List 13 - 19

5. BUSINESS

5.1. Items for Approval

5.1.1. ITC Board 2021 Meeting Dates - RFD 20 - 23
5.1.2. Electronic Meetings - RFD 24 - 26
5.1.3. Moss Mountain NAPTEP Proposal, SS – RFD 27 - 46
5.1.4. R. Leader NAPTEP Proposal, SS – RFD 47 - 63
5.1.5. Nature Reserve Monitoring - RFD 64 - 71

5.1.6.	NAPTEP Monitoring - RFD	72 - 80
5.2.	Items for Discussion/Direction	
5.2.1.	ITC Board Training - BRF	81 - 81
5.2.2.	Sustainable Investing - BRF	82 - 91
5.2.3.	Budget Process Update - BRF	92 - 102
5.3.	Correspondence	
5.3.1.	ITC to FLNRORD re: Visual Quality, LA	103 - 104
5.4.	Updates for Information	
5.4.1.	Executive Committee Updates (verbal)	
5.4.2.	Public Acquisitions Report	105 - 108
5.4.3.	Public Covenants Report	109 - 113
5.4.4.	Budget Report	114 - 114
5.4.5.	Heron Newsletter	115 - 119
6.	NEW BUSINESS	
7.	NEXT MEETING	
8.	CLOSED MEETING	
8.1.	Motion to Close the Meeting	
	That the meeting be closed to the public in accordance with the Community Charter, Part 4 Division 3, section: 90 (1) (d) the security of the property of the Islands Trust Conservancy board; and (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 that staff be invited to remain in the meeting.	
9.	ADJOURNMENT	



Islands Trust Conservancy

Minutes of Regular Meeting

Date: Tuesday, October 6, 2020
Time: 10:00 am
Location: Electronic Zoom Meeting

Board Members Present Kate-Louise Stamford, Chair
Sue Ellen Fast, Vice Chair
Linda Adams
Donald Clarke
Doug Fenton

Staff Present Kate Emmings, Acting ITC Manager
Clare Frater, Director, Trust Area Services (joined the meeting at 10:56 am)
Lisa Wilcox, Senior Intergovernmental Policy Advisor, Trust Area Services
Carla Funk, Acting Communications & Fundraising Specialist
Jemma Green, Covenant Management & Outreach Specialist
Kathryn Martell, Acting Ecosystems Protection Specialist
Nuala Murphy, Property Management Specialist
Corlynn Strachan, Recorder

Guest Shauna Doll Joined the meeting at 10:07 am

1. CALL TO ORDER

Chair Stamford called the meeting to order at 10:02 am and acknowledged that the meeting was being held in Coast Salish First Nations territory.

2. APPROVAL OF AGENDA

By general consent, the Islands Trust Conservancy Board approved the agenda as presented.

2.1 Continuation of Electronic Meetings

ITC-2020-022

It was MOVED and SECONDED,

that in accordance with *Ministerial Order M192 – Local Government Meetings & Bylaw Process* and *Province of BC Bill 19 – 2020*, Islands Trust Conservancy cannot conduct public in-person meetings at this time because the meeting venues traditionally used have limited access or do not meet the legislated requirements for the protection of the community, trustees and staff; and

Therefore in order to meet the principles of openness, transparency, and accessibility, meetings of the Islands Trust Conservancy Board will be held electronically over the period August 26 to October 31, 2020, will be live streamed, and the public invited to

participate in meetings by connecting to the link or the phone number provided in the meeting notice, in order to observe proceedings and speak when invited by the Chair.

CARRIED

2.2 Staff Updates

The acting ITC Manager welcomed back Corlynn Strachan, who recently returned to the Administrative Assistant position from a temporary assignment with the Ministry of Forests, Lands and Natural Resource Operations and Rural Development, noted a nice goodbye for Alexandra Trifonidis who acted in the Administrative Assistant position for the last two years, and thanked both for a smooth transition.

The acting ITC Manager advised that the ITC Manager, Jennifer Eliason, has taken a permanent position with BC Parks, as a Senior Parks and Protected Areas Planner. Kate Emmings has been acting in the ITC Manager position for the last two years. Planning is underway to fill the position and questions can be directed to Clare Frater, Director of Trust Area Services.

3. RISE AND REPORT

The Islands Trust Conservancy Board provided a rise and report:

- a) on the content of the letter dated July 22, 2020 from Environment and Climate Change Canada (ECCC); and
- b) that it is in negotiation with ECCC on a Contribution Agreement for an Islands Trust Conservancy Species at Risk Program.

4. MINUTES/COORDINATION

4.1 Minutes of Meetings/Resolutions without Meetings

4.1.1 Approval of July 14, 2020 Meeting Minutes

By general consent, the Islands Trust Conservancy meeting minutes of July 14, 2020 were adopted.

CARRIED

4.1.2 Approval of July 14, 2020 Executive Committee Liaison Meeting Minutes

By general consent, the Islands Trust Conservancy meeting minutes of July 14, 2020 were adopted.

CARRIED

4.2 Follow-up Action List

The acting ITC Manager provided an update on the items in the Follow-up Action List. Trustee Fast requested staff to add the name of the island to the list, adding Salt Spring Island to the Cunningham Covenant as an example. The ITC Manager noted this would be done moving forward.

The Property Management Specialist noted there has been no further decision or movement from the Comox Valley Regional District on the final route for the Lindsay Dickson Nature Reserve on Denman Island.

5. BUSINESS

5.1 Items for Approval

5.1.1 Sandy Beach, Keats Island, Financial Contribution – RFD

The acting ITC Manager presented the recommendation to the Board and advised Board members that the transfer of “Sandy Beach” on Keats Island to the Islands Trust Conservancy as part of a development process will go through shortly.

Discussion ensued on the following:

- consideration of the conservancy participating in ad-hock support for Salmon Rock on Keats Islands
- consideration for fundraising for Sandy Beach and Salmon Rock
- news on Keats Island is “hot”, benefit of a good news story
- potential fundraising opportunities in conjunction with a news release

ITC-2020-023

It was MOVED and SECONDED,

that the Islands Trust Conservancy (ITC) Board direct staff to:

- 1) use \$10,000 of the contribution provided as part of the Sandy Beach Nature Reserve transfer to create a Property Management Fund with the purpose of providing for long term management of ITC Nature Reserves;
- 2) use the remaining \$2,000 of the contribution provided as part of the Sandy Beach Nature Reserve transfer to revise and finalize the conservation covenant and baseline report for the Sandy Beach Nature Reserve; and,
- 3) direct any remaining funds to the newly created Property Management Fund.

CARRIED

5.1.2 Species at Risk Funding – RFD

The acting ITC Manager presented the recommendation and noted this was the subject of an in camera Resolution without Meeting last month due to the receipt of almost \$600,000 in funding for the Species at Risk Program (see Rise and Report, above). There are large organizational implications which include the addition of a SAR Program Coordinator position as well as a Summer Co-op position and significant adjustments to the ITC budget. A news release has been issued regarding the program and once the contribution agreement has been finalized, staff will launch into the program. Some staff time and budget line items have been allocated to the project already.

Discussion ensued on the following:

- impacts to staff time, administrative and financial
- annual reporting on funding and administrative requirements

- Indigenous engagement in contract, internal versus external, and suggested the advertisement go to the Board and local First Nations
- importance of First Nations engagement, organizational connection and long term relationships with staff
- for further recommendations or suggestions, contact acting ITC Manager Emmings
- augmenting the Opportunity Fund
- communications to include the restrictions on this fund do not include the purchase of land

ITC-2020-024

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board direct staff to sign a contribution agreement for \$597,000 with Environment and Climate Change Canada for a Species at Risk Program that will last until March 31, 2023 and will include the following work:

- Conduct surveys and monitoring
- Restore critical habitat
- Provide outreach materials and events
- Assist with costs associated with land securement
- Engage and work with First Nations

CARRIED

5.1.3 Budget Process – RFD

The acting ITC Manager provided a background and presented the 2021/22 Budget request to the Board highlighting an increased cost in legal services, and a possible impact of CoViD-19 on the meeting budget, noting there could be a slight adjustment to recommendation due to changes in salaries and administrative costs. The acting ITC Manager also noted revisions to budgeting for land management and changes associated with the influx of funding for the Species at Risk Program.

Discussion ensued on the following:

- the process of adding anticipated property management increases to average annual costs
- Chair Stamford is the ITC representative to Financial Planning Committee and Vice Chair Fast also sits on Financial Committee
- impacts of Covid-19 and support for 50% or more meetings online
- using the reduction of the meeting expense budget to increase the communications and fundraising budget

ITC-2020-025

It was MOVED and SECONDED,

that the Board reduce the 2021/22 budget associated with Board meeting expense by 50% to pilot a reduced in person meeting schedule.

CARRIED

ITC-2020-026

It was MOVED and SECONDED,

that the Board increase the 2021/22 budget associated with communications and fundraising by \$7,000.

CARRIED

ITC-2020-027

It was MOVED and SECONDED,

that the Board approve the draft 2021/22 ITC Budget as amended, with the understanding that budget items for salaries and benefits and administrative allocation will be adjusted, 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 2021/22 budget.

CARRIED

5.1.4 ITC Vision Statement – RFD

The acting Communications and Fundraising Specialist presented the recommendation to the Board, noting the Islands Trust Senior Policy Analyst recommends removal of “Canada” from tagline to simplify and give due respect to the reconciliation process.

Discussion ensued on the following:

- wording of the vision statement, importance of simplicity, length, and tense
- the recently adopted Islands Trust tagline’s similarity to the Islands Trust Conservancy tagline, the possibility of using ecosystems and biodiversity wording in the tagline, protecting islands versus the sea, and appealing to a broad audience

ITC-2020-028

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board revise its vision statement as follows:

The Islands Trust Conservancy vision is for a network of protected areas that preserve in perpetuity the natural systems of the islands in the Salish Sea.

CARRIED

ITC-2020-029

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board approve the removal of “Canada’s” from the ITC tagline so that the tagline reads “Protecting islands in the Salish Sea”.

CARRIED

5.1.4 Reconciliation Action Plan – RFD

The Senior Intergovernmental Policy Analyst and acting ITC Manager reviewed the background of the Reconciliation Action Plan, noting this first step in the process outlines what we would strive for over time, allows steps to be formally recorded, allows staff to report on yearly basis, and creates a structure for staff to help them meet the goals.

Discussion ensued on the following:

- procurement planned for this reconciliation document
- need for a separate ITC reconciliation action plan from the Islands Trust reconciliation action plan
- support for First Nations inclusion and engagement, and working with First Nations

ITC-2020-030

It was MOVED and SECONDED,

that the ITC Board direct staff to complete an ITC Reconciliation Action Plan that incorporates actions in Goal 2 of the Regional Conservation Plan.

CARRIED

5.1.6 Referral - Proposed Bylaw 108,109 (Thetis Island) – RFD

The acting ITC Manager presented the referral to Board members, noted interests of the ITC are unaffected, and the Local Trust Committee has referred the applications to all First Nations listed on the referral.

Discussion ensued on the following:

- timelines noted on ITC Policy 3.1, and which land use bylaws, OCPs, environmental development permit areas that affect ITC properties
- timing of referrals, planners typically informally flag earlier

ITC-2020-031

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board direct the A/Islands Trust Conservancy Manager to indicate to the Thetis Island Local Trust Committee that the Islands Trust Conservancy interests are unaffected by bylaws 108 and 109.

CARRIED

5.2 Items for Discussion/Direction

5.2.1 ITC Land Distribution (histogram) – BRF

The acting Ecosystem Protection Specialist briefed the Board on a scatter plot illustrating the size distribution of ITC properties and noted this was in response to the Board's request for a histogram showing size distribution of ITC Nature Reserves and Covenants over time.

Staff noted that there is a limited amount of information that can be obtained from scatter plots due to the how many different factors are involved. To look more deeply at size distribution, staff would need to look at protected area

complexes and anomalies in terms of small properties. Staff would also need further direction on what questions are being asked and more significant staff resources would be required.

The Board accepted the document for information and noted that further action from staff is not required at this time.

5.2.2 Forest Conservation Outreach – BRF

The acting Covenant Management and Outreach Specialist briefed the Board on completion of 2020 forest outreach campaign, noting NAPTEP information was mailed to landowners. The campaign has resulted in two significant NAPTEP Covenant enquiries to date.

Discussion ensued on the following

- size of properties included, priority for larger tracks, and consideration of smaller parcels in combination to include a larger track of land
- moving forward, the preference for smaller landowners to be included
- goals of ITC, to bring landowners to conservation on their land
- doing a follow up campaign – through LTC work or Trust Area Services
- extra prints of info sheets will be sent to Local Trust Area offices
- providing the location of link to the PDF versions online for Trustee reference
- staff will also provide a briefing on the outreach to LTCs, Executive Committee and the Bowen Island Municipality

5.2.3 ITC Board Appointment – BRF

The acting ITC Manager provided the Board with information about the board appointment process following the resignation of board member, Dr. Susan Hannon, and requested review of the process for appointments to the ITC Board, including the competency matrix.

Discussion ensued on the following:

- three components required of appointed members including:
 - 1) continued broadening of FN reconciliation
 - 2) biology and conservation
 - 3) expertise in fundraising
- board members were also asked to consider people that could fill the position and to circulate information within their contacts

5.2.4 2021 ITC Board Meeting Dates

The acting ITC Manager requested Board members provide feedback on dates they are not able to attend by email within the next week.

5.3 **Correspondence**

5.3.1 2020-07-27 LTABC Standards Email

The Board accepted the correspondence for information. The acting ITC Manager noted the Islands Trust Conservancy is largely compliant with the

standards, with the exception of a couple of technical places, does not have any concerns, and a full review is not recommended at this time.

5.4 Updates for Information

5.4.1 Executive Committee Updates (verbal)

No update was provided.

5.4.2 Public Acquisitions Report

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

- Crystal Mountain application is becoming more active. Nothing formal at this time, will bring to Board as it progresses.
- Sandy Beach transfer is getting closer.

5.4.3 Public Covenants Report

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

- The acting Ecosystems Protection Specialist noted the covenant and baseline report for the Batista Covenant were updated.

5.4.4 Budget Report

The acting ITC Manager noted a new line for Species at Risk on the report and noted recent discussion with the Director of Administrative Services on socially responsible investing, and looking at moving funds into impact investments.

Discussion ensued on the following:

- timelines, the importance of targets, an action plan, and goals
- pooling funds with Islands Trust for a better rate of investment
- having the Director of Administrative Services provide the Board with further information and targets setting
- obligations as a Government agency
- insurance, lumped in with Islands Trust

ITC-2020-032

It was MOVED and SECONDED,

that Islands Trust Conservancy Board direct staff to provide the Board with information related to ethical or high impact investing and assist in investment targets.

CARRIED

5.4.5 ITC Annual Report 2019-2020

The Islands Trust Conservancy Board reviewed the ITC Annual Report for information.

5.4.6 Land Trusts Standards and Practices

The Islands Trust Conservancy Board reviewed the CLTA Standards and Practices Report for information.

5.4.7 Raincoast Conservation Foundation Presentation

Shauna Doll, Gulf Islands Forest Conservation Project Coordinator, from the Raincoast Conservation Foundation, provided a presentation to the Board on recommendations for policy reform to protect endangered forests and habitats within the Islands Trust Area.

6. **NEW BUSINESS**

There was no new business.

7. **NEXT MEETING**

The next meeting will take place on November 26, 2020 at 10:00 am.

8. **CLOSED MEETING**

The Islands Trust Conservancy Board convened the closed portion of the meeting at 3:01 pm. The Rise and Report will occur at the November 24, 2020 meeting.

ITC-2020-033

It was MOVED and SECONDED,

that the 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, if the board considers that disclosure could reasonably be expected to harm the interests of the Islands Trust Conservancy;

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; 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 board if they were held in public; and that staff be invited to remain in the meeting.

CARRIED

9. **ADJOURNMENT**

By general consent, the meeting adjourned at 1:54 pm.

Kate-Louise Stamford, Chair

Certified Correct:

Corlynn Strachan, Recorder

DRAFT

Follow Up Action Report

Trust Conservancy Board

24-Sep-2010

Activity	Responsibility	Dates	Status
1 Staff to work with landowners to clarify wording of Cunningham Covenant (Salt Spring) regarding vegetation removal, while maintaining conservation as a priority.	Jemma Green Kate Emmings	Target: 31-Dec-2020	In Progress

31-Mar-2015

Activity	Responsibility	Dates	Status
1 Staff to prepare possible revisions to the Trust Council Procedure 2.1.xxi Administration of the Crown Land Acquisition Initiative.	Clare Frater Kate Emmings	Target: 21-Mar-2019	In Progress

27-Nov-2018

Activity	Responsibility	Dates	Status
1 Staff to continue to pursue the following options and report back to the ITC board regarding their status at future board meetings until they are complete: ... 3. Integrate reminders into planning processes that provide opportunities for the RCP to inform the work of the LTCs and BIM such as integration of RCP consideration into LTC Staff Report and Site Context Report templates and investigate with BIM to see if they can be integrated into BIM templates...	David Marlor Kate Emmings	Target: 15-Nov-2019	In Progress

Follow Up Action Report

Trust Conservancy Board

27-Nov-2018

Activity	Responsibility	Dates	Status
2 Staff to continue to pursue the following options and report back to the ITC board regarding their status at future board meetings until they are complete: ... 4. Coordinate with Islands Trust Council to ensure that RCP goals are recognized in the Islands Trust Policy Statement and the Islands Trust Strategic Plan; ...	Clare Frater Kate Emmings	Target: 18-Dec-2020	In Progress

29-Jan-2019

Activity	Responsibility	Dates	Status
1 Staff to work with the Comox Valley Regional District and the Denman Conservancy Association on the location and design of the Lindsay Dickson Nature Reserve portion of the Denman Cross-island Trail and return to the Board for approval of the trail location and design prior to dedicating resources to developing the associated legal agreements.	Nuala Murphy	Target: 31-Dec-2020	In Progress

01-Oct-2019

Activity	Responsibility	Dates	Status
1 Staff to review the Islands Trust Reconciliation Action Plan and provide feedback to the Board prior to the ITC Board / Executive Committee Liaison Meeting for possible discussion at the 2020 Liaison Meeting.	Kate Emmings Lisa Wilcox	Target: 30-Jun-2020	Completed



Follow Up Action Report

Trust Conservancy Board

26-Nov-2019

Activity	Responsibility	Dates	Status
1 Staff to: a) develop a modification agreement to allow for maintenance of the septic field in the Woodwinds NAPTEP Covenant (North Pender); and, b) allow for maintenance of the septic field in the Woodwinds NAPTEP Covenant; and, c) provide resources about alternatives to traditional septic fields to land owners contemplating septic field maintenance or replacement, and new covenants.	Jemma Green Kathryn Martell	Target: 30-Jun-2020	In Progress

13-Feb-2020

Activity	Responsibility	Dates	Status
1 Staff to create an action plan that addresses the recommendations in the Fund Development Strategy for Islands Trust Conservancy Board review by the end of 2020.	Carla Funk Kate Emmings	Target: 31-Dec-2020	In Progress

26-May-2020

Activity	Responsibility	Dates	Status
1 Staff to prepare a budget request for the 2021-2022 fiscal year for a report with options and recommendations for managing wildfire risks on ITC conservation properties.	Kate Emmings Nuala Murphy	Target: 14-Sep-2020	Completed



Follow Up Action Report

Trust Conservancy Board

26-May-2020

Activity	Responsibility	Dates	Status
2 Staff to complete the approved actions regarding the Morrison Waxler Biodiversity Protection Legacy Fund (North and South Pender) and to return to the ITC Board for approval. *See IC minutes of May 26, 2020 meeting.	Kate Emmings	Target: 14-Sep-2020	In Progress
3 Determine and develop access for Fairyslipper Forest Nature Reserve (Thetis Island). *See IC minutes of May 26, 2020 meeting.	Kathryn Martell Nuala Murphy	Target: 30-Oct-2020	In Progress

06-Oct-2020

Activity	Responsibility	Dates	Status
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Follow Up Action Report

Trust Conservancy Board

06-Oct-2020

Activity	Responsibility	Dates	Status
1 Staff to: 1) use \$10,000 of the contribution provided as part of the Sandy Beach Nature Reserve (Keats Island) transfer to create a Property Management Fund with the purpose of providing for long term management of ITC Nature Reserves; 2) use the remaining \$2,000 of the contribution provided as part of the Sandy Beach Nature Reserve transfer to revise and finalize the conservation covenant and baseline report for the Sandy Beach Nature Reserve; and, 3) direct any remaining funds to the newly created Property Management Fund.	Kate Emmings	Target: 31-Jan-2021	In Progress
2 Staff to sign a contribution agreement for \$597,000 with Environment and Climate Change Canada for a Species at Risk Program that will last until March 31, 2023 and will include the following work: · Conduct surveys and monitoring · Restore critical habitat · Provide outreach materials and events · Assist with costs associated with land securement · Engage and work with First Nations	Kate Emmings	Target: 31-Oct-2020	Completed

Follow Up Action Report

Trust Conservancy Board

06-Oct-2020

Activity	Responsibility	Dates	Status
3 Staff to provide the amended 2021/22 ITC Budget to the Director of Administrative Services and the Director of Trust Area Services for inclusion in the Islands Trust draft 2021/22 budget.	Kate Emmings	Target: 06-Oct-2020	Completed
4 Staff to remove "Canada's" from the ITC tagline so that the tagline reads "Protecting islands in the Salish Sea".	Carla Funk	Target: 31-Oct-2020	In Progress
5 Staff to revise the ITC vision statement as follows: The Islands Trust Conservancy vision is for a network of protected areas that preserve in perpetuity the natural systems of the islands in the Salish Sea.	Carla Funk	Target: 31-Oct-2020	In Progress
6 Staff to complete an ITC Reconciliation Action Plan that incorporates actions in Goal 2 of the Regional Conservation Plan.	Kate Emmings Lisa Wilcox	Target: 31-Mar-2020	In Progress
7 The A/Islands Trust Conservancy Manager to indicate to the Thetis Island Local Trust Committee that the Islands Trust Conservancy interests are unaffected by bylaws 108 and 109.	Kate Emmings	Target: 06-Oct-2020	Completed
8 Forest Conservation Outreach: Staff to provide the location of the info sheets link to the PDF versions online for Trustee reference and provide a briefing on the outreach to LTCs, Executive Committee and the Bowen Island Municipality	Jemma Green	Target: 31-Oct-2020	In Progress
9 Staff to provide the Board with information related to ethical or high impact investing and assist in investment targets.	Julia Mobbs Kate Emmings	Target: 24-Nov-2020	Completed



Follow Up Action Report

Trust Conservancy Board

06-Oct-2020

Activity	Responsibility	Dates	Status
10 Follow up with applicants to the ITC Opportunity Fund. * See IC Minutes of Oct 6, 2020 for more information.	Carla Funk	Target: 31-Oct-2020	Completed



REQUEST FOR DECISION

To: ITC Board **For the Meeting of:** October 6, 2020
From: Staff **Date Prepared:** October 22, 2020
SUBJECT: 2021 Islands Trust Conservancy Board Proposed Meeting Schedule

RECOMENDATION: That the Islands Trust Conservancy Board approves the 2021 Meeting Schedule, as attached.

- 1 PURPOSE:** To set an Islands Trust Conservancy (ITC) board meeting schedule for 2021.
 - 2 BACKGROUND:** Each year the ITC must determine a meeting schedule, which can then be posted to the ITC website and shared with other units of the Islands Trust. The Islands Trust Conservancy Board Meeting 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.
 - 3 IMPLICATIONS OF RECOMMENDATION**

ORGANIZATIONAL: None

FINANCIAL: None

POLICY: None

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

FIRST NATIONS: None
 - 4 RELEVANT POLICY(S):**
[Bylaw 2 - A Bylaw to Regulate the Meetings of the Islands Trust Conservancy Board and Committees of the ITC Board](#)
 - 5 ATTACHMENTS:**
 - 2021 ITC Board Meeting Notice - Draft
 - 2021 ITC Board Meeting and Important Dates - Draft
-

RESPONSE OPTIONS

Recommendation: That the Islands Trust Conservancy Board approves the 2021 Meeting Schedule, as attached.

Alternative: None

Prepared By: Corlynn Strachan, Administrative Assistant & Kate Emmings, A/ ITC Manager



ISLANDS TRUST CONSERVANCY

Islands Trust Conservancy

2021 Meeting Schedule

DRAFT

DATE	TIME	LOCATION
Tuesday, January 26th	10:00 am – 2:30 pm	Victoria
Tuesday, March 30th	10:00 am – 2:30 pm	Victoria
Tuesday, May 25th	10:00 am – 2:30 pm	Victoria
Tuesday, July 13th	10:00 am – 12:30 pm	Victoria
<i>*Annual Meeting with the Executive Committee (EC meet July 14th)</i>	1:00 pm – 2:30 pm	
Tuesday, October 5th	10:00 am – 2:30 pm	Victoria
Tuesday, November 23rd	10:00 am – 2:30 pm	Victoria

Unless approved otherwise, meetings are held in the boardroom at:

Islands Trust
Suite 200 – 1627 Fort Street
Victoria, BC V8R 1H8

The proposed meeting agenda is available one week prior to the meeting date and may be obtained through the Islands Trust Conservancy:

Website: www.islandstrustconservancy.ca

Email: itcmail@islandstrust.bc.ca

Phone: 250-405-5186



2021 Islands Trust Conservancy Board Meeting Schedule and Important Dates

Islands Trust Conservancy (ITC)

Tuesday, January 26
Tuesday, March 30
Tuesday, May 25
Tuesday, July 13 – *Annual meeting with the EC*
Tuesday, October 5
Tuesday, November 23

Trust Council (TC)

March 9-11
June 8-10
September 21-23
November 30 – December 1-2

Financial Planning Committee (FPC)

Wednesday, January 20
Wednesday, February 17
Wednesday, May 19
Wednesday, September 1
Wednesday, October 20
Thursday, November 10

Regional Planning Committee (RPC) previously Local Planning Committee

TBD

Trust Programs Committee (TPC)

Friday, February 5
Thursday, April 8
Friday, May 14
Friday, June 25
Friday, August 20
Friday, October 29

Executive Committee (EC)

Wednesday, January 13
Wednesday, February 3
Wednesday, February 24
Monday, March 8 pre TRUST COUNCIL March 9-11

Wednesday, March 24

Wednesday, April 14

Wednesday, May 5

Wednesday, May 26

Monday, June 7 pre TRUST COUNCIL June 8-10

Wednesday, June 23

Wednesday, July 14

Wednesday, August 4

Wednesday, September 8

Monday, September 20 pre TRUST COUNCIL September 21-23

Wednesday, October 6

Wednesday, October 27

Wednesday, November 17

Monday, November 29 pre TRUST COUCIL November 30 – December 1-2

Wednesday, December 15

Bowen Island Municipality Meetings (Selected)

*Dates available December 2020

Statutory Holidays

New Year's Day	Friday, January 1
Family Day	Monday, February 15
Good Friday	Friday, April 2
Victoria Day	Monday, May 18
Canada Day	Thursday, July 1
B.C. Day	Monday, August 2
Labour Day	Monday, September 6
Thanksgiving Day	Monday, October 11
Remembrance Day	Thursday, November 11
Christmas Day	Saturday, December 25

All Islands Trust offices are closed December 25, 2020 until January 3, 2021 inclusive.

Other

LGMA Leadership Forum (Prince George)

June 15-17

UBCM Vancouver

September 13-17



REQUEST FOR DECISION

To: ITC Board

For the Meeting of: November 24, 2020

From: Staff

Date Prepared: November 16, 2020

SUBJECT: Electronic Meetings

RECOMMENDATION: That the Islands Trust Conservancy Board direct staff to investigate the use of electronic meetings and return to the Board with a revised Meeting Bylaw to increase use of electronic meetings if appropriate.

1 PURPOSE: To increase the ability of the ITC Board to use electronic meetings post CoViD-19.

BACKGROUND: The use of electronic meetings is guided by section 10 of the [ITC Meeting Bylaw](#). Currently, the ITC Meeting Bylaw does not allow for the Board to meet entirely electronically¹ for a regular meeting. Section 10 includes the following regarding the use of electronic meetings:

- 10.1 (b) A member of the Board may not participate by means of electronic communication facilities in: (i) two consecutive regular meetings of the Board, 12 or (ii) more than three regular meetings of the Board in one calendar year.
- 10.1 (d) A special meeting of the Board may be conducted entirely by means of audio or audio and visual electronic communication facilities if a majority of the members of the Board have agreed by resolution that the meeting may be conducted in this way and provided the Secretary has received sufficient notice and can make the necessary arrangements.

During the CoViD-19 pandemic, the ITC Board has been meeting entirely electronically. Meetings without physical public venues have been permitted during CoViD-19, by resolution of the ITC Board, under Ministerial Orders such as [Ministerial Order M192](#), which states:

6 (3) If a trust body or board of variance does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
(a) the trust body or board of variance must state the following, by resolution:
(i) the basis for holding the meeting without members of the public in attendance;
(ii) the means by which the trust body or board of variance is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
(b) For the purposes of section 11 [procedures to be followed by local trust committees] of the Islands Trust Act, the meeting is not to be considered closed to the public.

Once Ministerial Orders allowing for fully electronic meetings are concluded, the ITC Board will be required to meet as directed by its meeting bylaw.

At its October 6, 2020 meeting, the ITC Board indicated in its budget discussions that it would be interested in considering electronic meetings on a more regular basis to reduce meeting costs and

¹ Note the ITC Meeting Bylaw does allow ITC Committees to meet entirely electronically under section 10.2.

to reduce greenhouse gas emissions required to travel to meeting sites, typically in Victoria. To allow a more permissive use of electronic meetings, adjustment of the ITC Meeting Bylaw is required and staff would need an indication of the following:

- Does the board wish to allow fully electronic meetings?
- How many meetings per year should be electronic? How many in person meetings should be required?
- For those attending remotely, are audio options sufficient or should both audio and visual be required?
- Does the ITC Board wish to provide electronic attendance options for meeting attendees and participants?

Once staff have a better idea of the wishes of the ITC Board, research into the options for electronic meetings will occur and bylaw language will be drafted for Board approval if appropriate.

2 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Continued use of electronic meetings will require support from Islands Trust Administrative Services for training and trouble-shooting as well as from the ITC Administrative Assistant for set-up and meeting management. ITC staff and board members will need access to electronic meeting tools and will need ongoing training and orientation to these tools. Training and orientation will be especially important with new staff and board members. Fully electronic meetings will result in less administrative staff time for coordination of travel and catering. Meeting venues for public attendance will still be required.

FINANCIAL: Overall, staff anticipate a reduction to meeting costs if some fully electronic meetings are used. There will be costs associated with acquisition and maintenance of meeting software, but also cost savings with less travel and meeting catering.

POLICY: The ITC Meeting Bylaw (Bylaw 2) will need to be updated. Updates require at least two meetings as the first, second and third readings of the bylaw need to occur in a separate meeting to its final reading and adoption.

IMPLEMENTATION/COMMUNICATIONS: As directed by the ITC Board, staff will:

1. seek further information from Administrative Services and the Legislative Services Manager regarding any potential barriers to holding ongoing electronic meetings; and,
2. draft a revised meeting bylaw as directed by the ITC Board.

FIRST NATIONS: Staff have not consulted with First Nations regarding impacts of electronic meetings on relationships with First Nations. It is possible that the reduction in travel to attend meetings may provide an increase in access to meetings, but this is not known.

CLIMATE CHANGE: A reduction in travel to and from meeting locations will result in less greenhouse gas emissions.

OTHER: In addition to costs associated with travel, many board members expend considerable time in travelling to Victoria, in some instances staying overnight to accommodate travel itineraries. The ability to free up travel time for other activities may be attractive to current and future board members. Conversely, the ITC Board may wish to contemplate requiring some fully in-person meetings to facilitate board interactions and relationship development or an annual board retreat to focus on relationship building and strategic items.

3 **RELEVANT POLICY(S):**

- [ITC Bylaw No. 2: A Bylaw to Regulate the Meetings of the Islands Trust Conservancy Board and Committees of the Islands Trust Conservancy Board](#)
- [Islands Trust Electronic Meetings Regulation](#)
- [Local Government Act s.225](#)

4 **ATTACHMENT(S):** None

RESPONSE OPTIONS

Recommendation: That the Islands Trust Conservancy Board direct staff to investigate the use of electronic meetings and return to the Board with a revised Meeting Bylaw to increase use of electronic meetings if appropriate.

Alternative: That the Board elect to continue to implement its current meeting bylaw with no changes when the CoViD-19 pandemic ends.

Prepared By: Kate Emmings, A/Manager, Islands Trust Conservancy



REQUEST FOR DECISION

To: ITC Board **For the Meeting of:** Nov 24, 2020
From: Staff **Date Prepared:** Nov 4, 2020

SUBJECT: Conservation Proposal, Moss Mountain / Sansum Narrows, Salt Spring Island

RECOMMENDATION: that the Islands Trust Conservancy Board approve the conservation proposal submitted by Gay Young to place a NAPTEP covenant on approximately 45 ha on Salt Spring Island, PID: 006-760-112, LOT 12, SECTIONS 64, 65, 66, 67 AND 68, SOUTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 1914.

That the Islands Trust Conservancy Board approve spending of up to \$20,000 to assist the landowner with surveying and appraisal costs.

PURPOSE:

The Islands Trust Conservancy has received a Natural Area Protection Tax Exemption Program (NAPTEP) application from Gay Young to covenant approximately 45 ha (111 acres) of Salt Spring Island (see map). The ITC Board must make a decision as to whether or not to accept this proposal.

BACKGROUND:

The landholder is interested in protecting the ~45 ha undeveloped portion of this property from any future development.

1 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Negotiation of a covenant will require staff time. It is likely that this covenant will require slightly more staff time than usual because ITC staff may coordinate survey and appraisal due to the conservation value of the land.

FINANCIAL: It will cost approximately \$2,000 for legal review and document registration. Staff are recommending that the ITC Board authorize expenditure of up to \$20,000 for survey and appraisal costs to be expended from the Species at Risk grant funding. Staff may elect to spend additional amounts on species at risk surveys as budgeted through the SAR Program. The registration of this covenant will result in an increase to the ITC Property Management budget of between \$1,160 and \$2,000 for 2022/2023 under the ITC's new property management formula. This budget increase it to cover annual monitoring as well as signage and management of ecological and cultural features. Annual monitoring may involve water taxi for access. Staff will learn more about potential monitoring access during negotiations.

POLICY: The application is consistent with ITC policies and regulations for accepting NAPTEP covenants, and aligns with the Regional Conservation Plan and Securement Strategy conservation priorities.

IMPLEMENTATION/COMMUNICATIONS: Staff will convey the Board's response to the Salt Spring Island LTC, the applicant, and Executive Committee and Trust Council, and will begin covenant negotiation.

FIRST NATIONS: Staff has discussed the site with the Senior Intergovernmental Policy Advisor. Staff will follow guiding principles of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) and the Truth and Reconciliation (TRC) Calls to Action in negotiating and drafting the covenant.

CLIMATE CHANGE: This property contains largely mature forest, with some component of young forest, and therefore contributes towards climate change mitigation by protecting carbon sequestration sources. Additionally, protecting properties that contain a mosaic of ecosystems in several seral stages provides a range of habitats and may assist with species persistence and/or migration in response to future climate instability and change.

OTHER: The land holder intends to apply to the Ecological Gifts Program. Staff is discussing best approaches with the land holder from a tax perspective, with the potential that this will not be pursued as a NAPTEP covenant. This property is significant in size, ecological value and connectivity to existing protected areas. It will likely be costly to covenant and staff have recommended assisting the landholder with costs to ensure that cost is not a limiting factor for conservation. The property is a good candidate for use of Species at Risk Program funding.

2 RELEVANT POLICY(S):

The application is consistent with Islands Trust Conservancy policies:

[2.2 Assessing Conservation Proposals Policy](#)

[2.4 Conservation Covenants Policy](#)

[2.5 Natural Area Protection Tax Exemption Covenants Policy](#)

3 ATTACHMENT(S):

- a. Staff report
- b. Sensitive Ecosystem Mapping of the Property
- c. Air Photo of the Property
- d. Conservation Proposal and map

RESPONSE OPTIONS

Recommendation:

that the Islands Trust Conservancy Board approve the conservation proposal submitted by Gay Young to place a NAPTEP covenant on approximately 45 ha on Salt Spring Island, PID: 006-760-112, LOT 12, SECTIONS 64, 65, 66, 67 AND 68, SOUTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 1914.

That the Islands Trust Conservancy Board approve spending of up to \$20,000 to assist the landowner with surveying and appraisal costs.

Alternative: None recommended

Prepared By: Kathryn Martell, A/Ecosystem Protection Specialist

Reviewed By/Date: Kate Emmings, A/Manager, Islands Trust Conservancy / November 13, 2020



STAFF REPORT

File No.: SS-NAP-2020.2

DATE OF MEETING: November 24, 2020

TO: Islands Trust Conservancy

FROM: Kathryn Martell, A/Ecosystem Protection Specialist

SUBJECT: Moss Mountain NAPTEP Application

Applicant: Gay Young

Location: 108 Moss Mountain, Salt Spring Island

PID: 006-760-112

LOT 12, SECTIONS 64, 65, 66, 67 AND 68, SOUTH SALT SPRING ISLAND,
COWICHAN DISTRICT, PLAN 1914

REPORT SUMMARY

After several conversations with staff throughout summer 2020, a Conservation Proposal (attached) for a NAPTEP covenant was submitted on September 10th, 2020 for Islands Trust Conservancy Board consideration. Section A(1) of Islands Trust Conservancy (ITC) Policy 2.2, *Assessing Conservation Proposals*, states the Board will only consider a proposal that is accompanied by a completed Conservation Proposal Form and a Staff Report. This staff report presents an assessment of the Conservation Proposal, based on selection criteria outlined in Policy 2.2, Policy 2.4 *Assessing Conservation Proposals*, 2.5 *Natural Area Protection Tax Exemption Covenants Policy*, and the ITC Securement Strategy.

This is a water-access only property on Sansum Narrows, Salt Spring Island, adjacent to Burgoyne Bay Provincial Park. The 45.32 ha (112 acre) property is largely undeveloped except for a dock, small house, studio, and associated outbuildings near the shore. The landowner is interested in protecting the undeveloped portion of the property (approximately 44.5 ha, 110 acres) from future development.

The property contains 3 ecological communities Red-listed in BC and unverified reports of at-risk vertebrate species, and contains a mosaic of ecosystem types including coniferous woodland, mature forest, old forest, a creek and riparian area, and herbaceous openings on the southwest facing slopes. The property rises steeply from the water in a series of sparsely treed rocky bluffs and ridges. The upper portion of the property contains mature forest which was historically partially logged for cedar only, leaving mature forest and veteran Douglas-fir. This property connects directly to Burgoyne Bay Provincial Park and the portion of Mill Farm Regional Park Reserve that contains Mount Sullivan (Figure 1).

Staff recommends that the ITC Board accept this NAPTEP application, and direct staff to pursue next steps in negotiating a conservation covenant on this property, based upon:

- The presence of 8 at-risk plant communities, and potential to increase protection of sensitive and at-risk ecosystems and habitat for species at risk;
- The relatively intact nature of the mature forest and herbaceous patches present on the property and the potential to protect sea-to-summit connectivity;
- Adjacency to existing protected areas both on Salt Spring Island and across Sansum Narrows on Vancouver Island; and,

- This property was identified within ITC's top 3000ha for protection and is a high conservation priority.

ALIGNMENT WITH NAPTEP AND REGIONAL CONSERVATION PLAN CONSERVATION PRIORITIES

PROPERTY INFORMATION

Property Description:

PID: 006-760-112

LOT 12, SECTIONS 64, 65, 66, 67 AND 68, SOUTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 1914

The property is located on the southwest side of Salt Spring Island, on Sansum Narrows just south of Burgoyne Bay (Figure 1). It adjoins Burgoyne Bay Provincial Park and Regional Park Reserve along northeast and eastern boundaries, respectively, and directly across the water from Stoney Hill Regional Park on Vancouver Island. It is steeply sloped from the water, rising in a series of ridges and steep rocky slopes generally east-northeast towards the saddle of Mount Sullivan.

Property size: 45.87 ha (113.35 ac) [BC Assessment: 45.32 ha (112 ac)]

Proposed protected area size: 45 ha (111.35ac)

Partners: No partners currently anticipated

Property notes: The A/EPS and A/Manager conducted a site visit on September 14th, 2020. Although there is no road access to the property, it is accessible by an approximately 90 minute walk through Burgoyne Bay Provincial Park and then along the BC Hydro access road, although this route does cross neighbouring properties (Figure 2). The top (eastern) end of the property was historically logged for old-growth cedar and there is an overgrown former logging road that may be passable to provide access to that edge of the property. Note that the site visit involved perusing only a few acres of the property near the dwellings, due to time constraints.

BACKGROUND

The applicant has owned the property for 29 years and has been considering protection for a long time. She is now motivated to pursue a NAPTEP covenant because of the tax exemption benefit. In early summer, the applicant contacted SSI office staff for more information and they forwarded the message to the A/EPS.

The upper portion of the property contains mature forest which was historically partially logged for cedar only, leaving veteran Douglas-fir. Development on the property is limited to the house and guest cottage, garden, outbuildings, dock, and water tanks clustered near the shoreline, and a water line from a dug pond near the northeastern boundary. There are old logging roads at the top of the property from the historic logging; these were not observed during the site visit, and the landowner has not been to that portion of the property in several years, so the condition is unknown. The landholder has proposed that the conservation covenant would exclude approximately 0.8 ha (2 acres) where the infrastructure has been built and protect the remaining ~44.5 ha (110 acres) of the property.

This property connects directly to Burgoyne Bay Provincial Park and the portion of Mill Farm Regional Park Reserve that contains Mount Sullivan (Figure 1). It is directly across the water from Stoney Hill Regional Park on Vancouver Island, in the narrowest part of Sansum Narrows. A conservation covenant on this property would protect connectivity across Sansum Narrows, and shore-to-peak connectivity to Mount Sullivan.

Figure 1. Subject Property (blue outline) and nearby Protected Areas. Location of property (blue outline) on Salt Spring Island, showing landscape context of nearby Protected Areas.

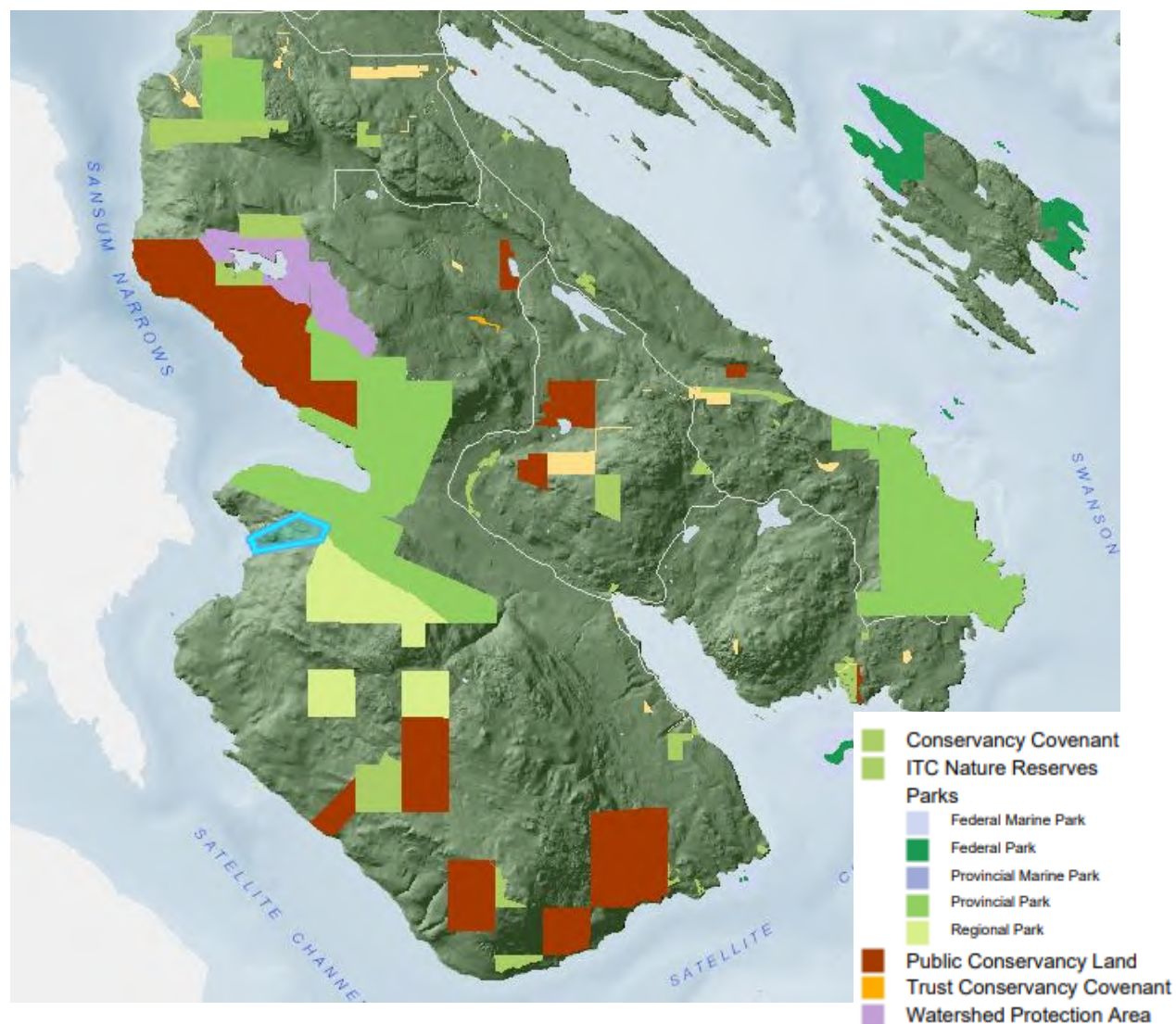
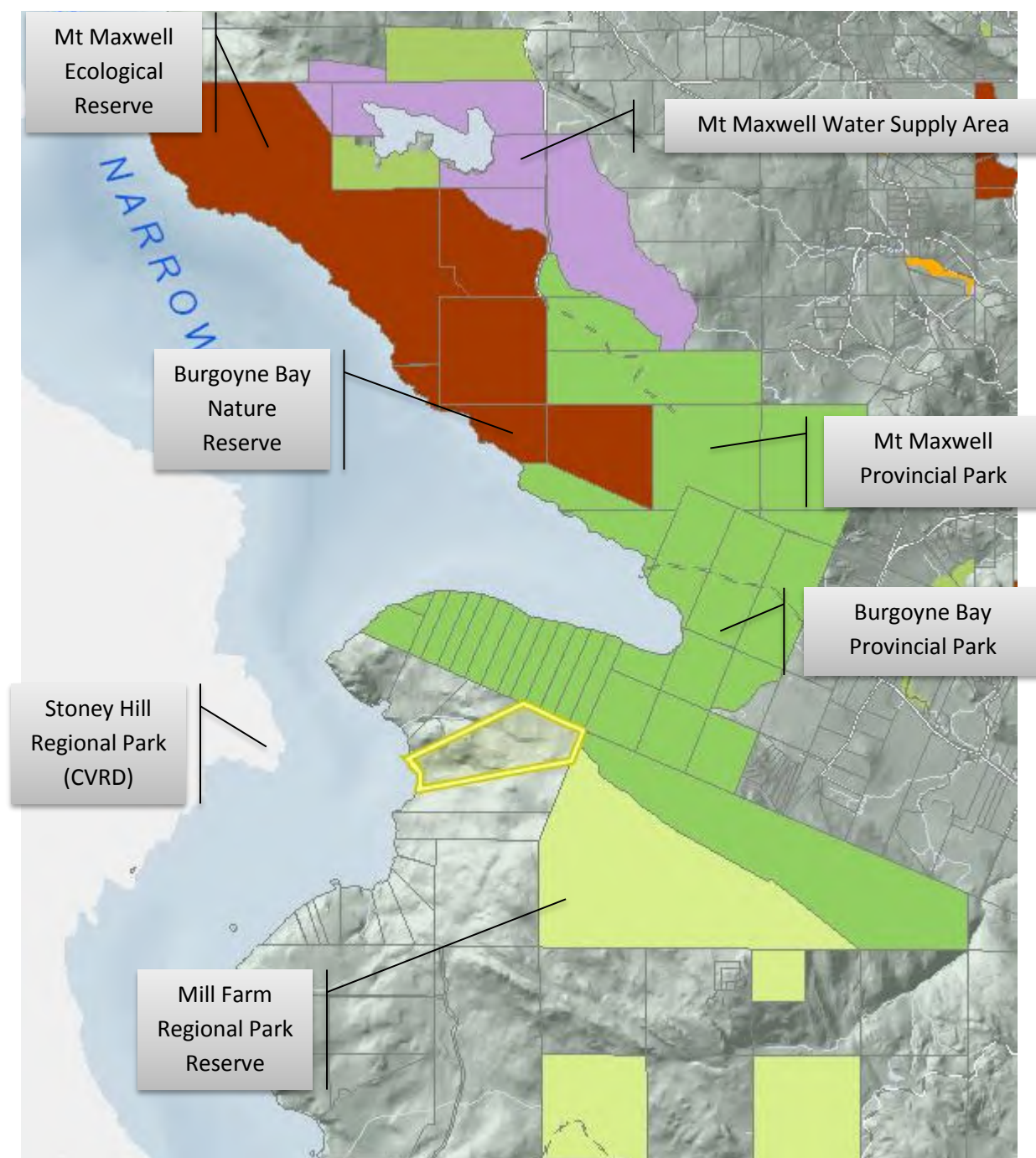
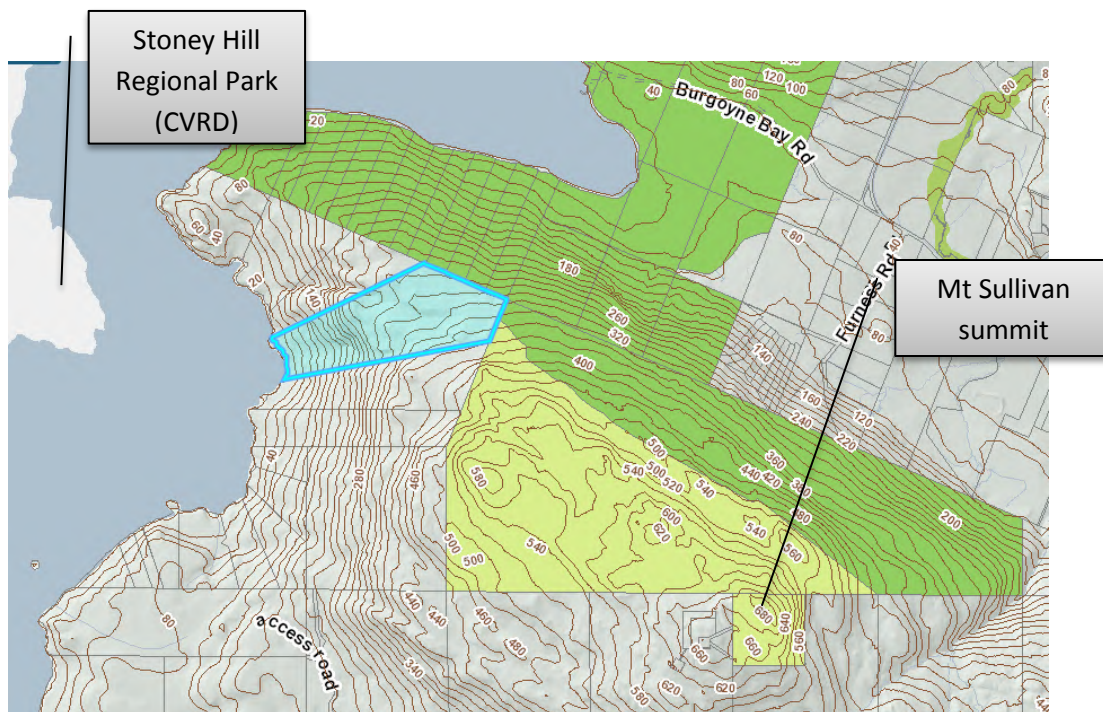


Figure 2. Detail of Protected Areas around subject property at 108 Moss Mountain

a. Identifying nearby protected areas (Subject property in yellow outline)





- b. Showing protection of connectivity from Vancouver Island across Sansum Narrows, and from shore to peak of Mt Sullivan (Subject property in light blue outline)**

ANALYSIS

Values were determined by evaluating the application submitted by the property owner, Islands Trust and other mapping and inventory resources, and the site visit. It is important to note that the site visit was limited to only a few acres immediately surrounding the residential area.

Natural Values

The property rises steeply from a rocky shoreline in a series of benches and rocky bluffs to a more moderately sloped upper area. The western portion of the property is a mix of steep, mossy rock faces with seepage areas, and open woodland pockets. Arbutus, shore pine, and Douglas-fir are scattered throughout. Near the stream there are mature big-leaf maple and western redcedar with an understory of sword fern, salal, and Oregon-grape. The upper portion of the property is less steep and contains mature forest, including veteran Douglas-fir, according to the landowner and ecosystem mapping. The shoreline is rocky / boulder with minimal development except for the dock, maintaining reasonable land / sea connectivity. There are no eel-grass or bull kelp beds mapped in the immediate area but eel-grass is found within 200m both north and south in similar habitat. There is a creek in the upper area that flows generally northwest from the property's southeast corner, and a seasonal creek south of the residence. The species composition shows evidence of heavy browse (deer, and perhaps historically by sheep) and there is a significant presence of invasive non-native species (giant mullein, foxglove) in the lower bluffs; presence of invasives in the upper areas is currently unknown.

The proposed covenant area contains 6 ecological communities Red-listed in BC and 2 Blue-listed (see details in next section). It qualifies for the NAPTEP program based on the presence of areas relatively undisturbed by human activity that are good examples of target ecosystems (Regulation 2[a]) and that are key habitat for rare native plant communities (2[b]).

Figure 3. Steep rocky bluffs with scattered Douglas-fir, Arbutus, and Shore Pine, open mossy areas, and seepage zones are characteristic of lower and middle areas of the property.



Note dead mullein stalks visible wherever there are small pockets of soil.





Ecosystems and Species at Risk

Both the Conservation Data Centre and Island Trust's internal mapping resources show a mosaic of multiple at-risk ecosystems on the property. The proposed covenant area contains areas of both Coastal Douglas-fir (CDF) and Coastal Western Hemlock biogeoclimatic ecosystem zones, and 8 ecological communities considered at-risk in British Columbia.

Coastal Douglas-fir zone:

- Douglas-fir – Dull Oregon-grape (Red-listed)
- Douglas-fir – Alaska Oniongrass (Red-listed)
- Cladina – Wallace's selaginella (Blue-listed)

Coastal Western Hemlock zone:

- Western Redcedar – Snowberry (Red-listed)
- Douglas-fir – Western Hemlock / Salal (Red-listed)
- Western Hemlock – Douglas-fir / Oregon beaked moss (Red-listed)
- Douglas-fir – Sword fern (Red-listed)
- Western Redcedar – Sword fern (Blue-listed)

The property also contains mapped areas of 2 ecosystem types not recognized by the CDC but which are considered at-risk and rare: Douglas-fir – Shore Pine – Arbutus, and Fescue – Camas.

The CDC contains no recorded sightings of species at risk on the property, however, there are Peregrine Falcons in the general area and Critical Habitat for Dun Skipper nearby in Burgoyne Bay Provincial Park. The landowner

reports Sharp-tailed Snake (Red-listed, Endangered) and Northern Pygmy Owl (*swarthi* sub-species, Blue-listed, also CDC occurrence nearby). There is a Bald-Eagle nest at or immediately adjacent to the property's southern boundary near the sea. Given the type, health, and rarity of habitats present on the property, it is the A/EPs's professional opinion that baseline surveys will identify occurrences and habitat for more at-risk species.

Sensitive Ecosystems

The proposed covenant area contains mapped areas of several sensitive ecosystems in both the CDF and the CWH biogeoclimatic zones.

- Mature Forest: both CWH and CDF
- Woodland coniferous
- Herbaceous

There is a mosaic of ecosystem types including mixed mature forest, young forest, riparian areas, steep mossy bluffs, open mixed stands of Douglas-fir, Shore Pine, and Arbutus, and herbaceous openings, providing a diversity of habitats of different types and ages, and connectivity among them.

Regional Conservation Plan Context

The proposed covenant area is within the Islands Trust Conservancy's top 3000 identified hectares for conservation, with a Biodiversity Importance score of 0.70 in ITC modelling. It directly addresses conservation of the following Biodiversity Priorities of the 2018-2027 Regional Conservation Plan (RCP) (see attached SEM map):

- *Sensitive Ecosystems*
- *Healthy Forests*
- *Species and Ecosystems at Risk*
- *Size, Corridors & Connectivity*

The ITC's current RCP places a Very High conservation priority on Salt Spring Island, and Sensitive Ecosystems and Forests are a high priority for protection in the Salt Spring Local Trust Area.

Securement Strategy Assessment

Assessment category	Score	Comments
Representation:	15/15	Mature forest including veteran Douglas-fir trees and both CWH and CDF forests; mossy bluffs, woodlands, and herbaceous areas: significant representation of sensitive ecosystems
Site Condition:	12/15	Largely undeveloped although invasive species and impacts from deer browse evident
Viability:	15/15	Connectivity with existing protected areas on Salt Spring and across Sansum Narrows is good.

Known Rare Species:	10/15	Two Red-listed species reported by landowner although not recorded at CDC; likely presence of others, no known surveys conducted
Ecological Value Subtotal:	52/60	
Management Ease:	8/10	Management needs currently limited since this is a conservation covenant but water access and steep slopes are restrictions; adjacent properties also largely undeveloped and water access only
Time/Urgency	6/10	Landowner is committed to conserving the property but the cost of conservation may be prohibitive, and ITC has only a short timeframe of funding for the SAR Programme to support this work.
Threat Subtotal:	14/20	
Total:	66/80	

Property Management Consideration

There may be a risk of trespass and impact to the covenant area from the old logging roads at the upper end but it is currently unknown whether or not those are passable by vehicles. The lower slopes are heavily invaded by Giant Mullein and Foxglove, and staff suggests that ITC develop a Management Plan with the landowner to address these. The need for management on the remainder of the property is currently unknown, and any management planning or activities should only occur after complete SAR surveys have been conducted. The potential presence of SAR may generate additional management considerations and costs.

The landowner currently gets water in the summer from a pond at the top of the property, and in the winter from creeks running through the property closer to the house. She would like to maintain the water line that runs through the proposed protected area, and is also currently trying to create reliable water closer to the house which will likely involve drilling a well.

Land Title and Relevant Land Status Information

The applicant is the registered owner of the property. She lives on the property. The property is classed as Residential. It is in the Rural Uplands Land Use Designation in the Salt Spring Island OCP and there are several areas of the property covered by soil erosion and slope instability DPAs.

Registered on title there is a BC Hydro Statutory Right of Way. The landowner has a water licence for Acton Spring for the water line that runs through the proposed protected area.

Staff has no concerns about these items.

First Nations Consideration

In negotiating and drafting the conservation covenant, staff will follow guiding principles of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) and the Truth and Reconciliation (TRC) Calls to Action. Staff has done a desktop review of RAAD data as per guiding principles of the Archaeological Branch. ITC collaborates with First Nations governments regarding land conservation, and management plans related to covenants (where applicable)s, and ITC staff work with Cultural Knowledge Holders to create greater understanding and stewardship. Cooperative management of these protected places will provide opportunities to establish and maintain mutually respectful relationships between First Nations governments and the Islands Trust Conservancy.

Referrals

The Salt Spring Island Local Trust Committee has been sent a brief email about this proposal to provide information prior to Trust Council consideration, and will receive a more fulsome brief for their December 15th meeting. Following ITC Board decision, the proposal will be sent to Trust Council for their review and approval of the tax exemption certificate, at their meeting December 1-3. Note that due to meeting timing, the request for decision to Trust Council has already been prepared and submitted to the Executive Committee for their review at their November 18, 2020 meeting.

Other Issues and Opportunities

Staff is discussing best approaches with the land holder from a taxes perspective, with the potential that this will not be pursued as a NAPTEP covenant.

Rationale for Recommendation

Staff recommends that the ITC Board accept this NAPTEP application, and direct staff to pursue next steps in negotiating a conservation covenant on this property, based upon:

- The potential to increase protection of sensitive and at-risk ecosystems and species at risk;
- The relatively intact nature of the mature forest and herbaceous patches present on the property and the sea-to-summit connectivity; and,
- Alignment with NAPTEP and Regional Conservation Plan conservation priorities.

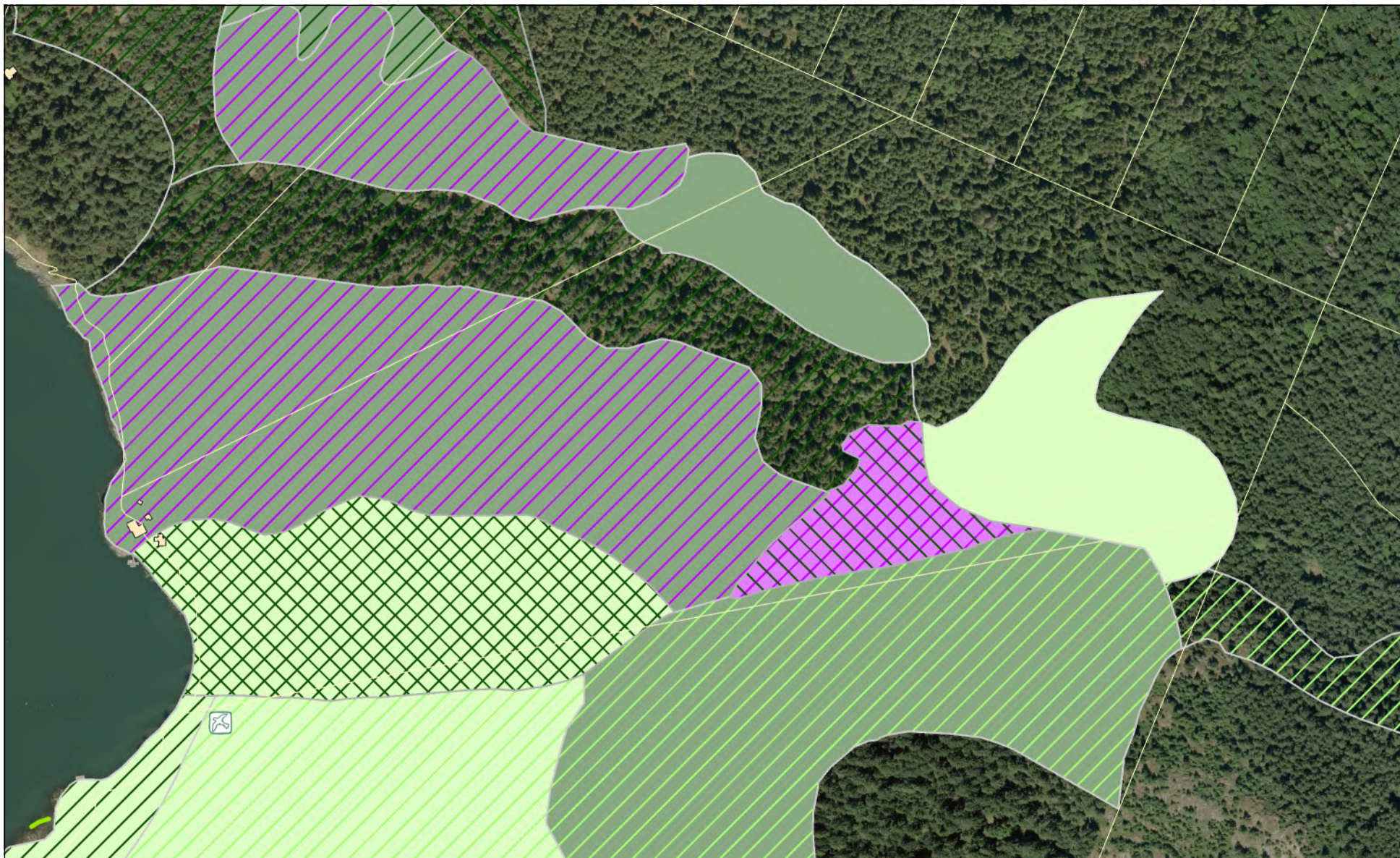
ALTERNATIVES

None Recommended.

Submitted By:	Kathryn Martell, A/Ecosystem Protection Specialist	November 5, 2020
Concurrence:	Kate Emmings, A/ Manager, Islands Trust Conservancy	November 13, 2020

ATTACHMENTS

1. Sensitive Ecosystem Mapping for subject property
2. Aerial view of property
3. Conservation Proposal



300.9 0 150.4 300.9 Meters

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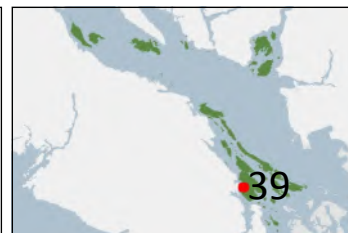


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October 9, 2020

DISCLAIMER: This map is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. Islands Trust makes no representations of any kind, including but not limited to, the warranties of merchantability, or fitness for a particular use, nor are any such warranties to be implied with respect to the data on this map.

THIS MAP IS NOT TO BE USED FOR NAVIGATION



LEGEND - Base Maps

- Property Boundary
- Roads
- Water Courses
- Lakes
- Zoning Boundary
- Zoning Class
 - Not Zoned
 - Commercial/Industrial
 - Community
 - Residential
 - Resource
 - Water
- Contours
 - Index Contour
 - Intermediate Contour

LEGEND - Operational Layers

- Building Footprints
- Raptor Nest
- Eelgrass
 - <all other values>
 - Flat
 - Patch
 - Fringing, Patchy
 - Fringing, Continuous
 - Fringing
 - Flat, Patchy
 - Flat Continuous
- Forage Fish
 - Pacific Sandlance
 - Surf Smelt
 - Surf Smelt/ Pacific Sandlance
- Bull Kelp
- Tertiary Class
 - Herbaceous
 - Sand
 - Freshwater
 - Wetland
 - Riparian
 - Older Forest
 - Cliff
 - Mature Forest
 - Intertidal
 - Woodland
 - Seasonally Flooded
- Secondary Class
 - Herbaceous
 - Sand
 - Freshwater
 - Wetland
 - Riparian
 - Older Forest
 - Cliff
 - Mature Forest
 - Intertidal
 - Woodland
 - Seasonally Flooded
- Primary Class
 - Herbaceous
 - Sand
 - Freshwater
 - Wetland
 - Riparian
- Cliff
- Mature Forest
- Woodland
- Seasonally Flooded
- First Nations Reserves



Aerial view of subject property showing contours and creek. Building footprints are shown in yellow.



200 - 1627 Fort Street, Victoria, BC V8R 1H8
Telephone: 250-405-5186 Fax: 250-405-5155
Toll Free via Service BC in Vancouver 604-660-2421
Elsewhere in BC 1-800-663-7867
Email: itcmail@islandstrust.bc.ca
Website: www.islandstrustconservancy.ca



Natural Area Protection Tax Exemption Program

APPLICATION FORM

OFFICE USE ONLY

Size of Property _____ Application Fee _____ Receipt Number _____ File Number: _____

Please complete and attach the **Application Checklist** at the end of this form to your application. Be sure to include all required information with your application and ensure your site plan is complete and accurate.

We can only accept and process complete applications.

PROPERTY OWNER (Please Print)

Please list all registered owners as indicated on State of Title Certificate. Add additional page if more than two owners.

Name Gay YOUNG
Street Address 108 Moss Mountain
City Salt Spring Isl. Province B.C.
Postal Code V8K 2A6
Telephone 250-653-2390
Cell Phone _____
Email gaymeasley@gmail.com

Name _____
Street Address _____
City _____ Province _____
Postal Code _____
Telephone _____
Cell Phone _____
Email _____

APPLICANT INFORMATION (If different from owner)

Name _____ Street Address _____
City _____ Province _____ Postal Code _____
Telephone _____ Cell _____ E-mail _____

DESCRIPTION OF PROPERTY

(As indicated on State of Title Certificate)

Parcel Identifier (PID) 006 760 112 Cowichan Land District, Portion
Legal Description: lot 12 Plan VIP 1914, Section 64/5/6/7/8 South Salt Spring
Street Address or General Location 108 Moss Mtn, S.S.I.
Jurisdiction and Folio Number 764 000245.000 (from Property Assessment/Tax Notice)
Property Size (hectares) 45.325 Proposed Covenant Size (hectares) 44.5154

(1) Why do you want to covenant your land?

- ① To protect the trees and the wildlife that depend on biodiversity
- ② To reduce property taxes

(2) Please describe the **current** use(s) of land and building(s) on the property.

The house is my primary residence. The studio is used for guests

(3) Please describe the **current** use(s) of land and building(s) on **adjacent** properties.

- ① Hope Point is a seasonal residence with full-time caretakers.
- ② Bold Bluff is a seasonal residence with full-time property managers.

(4) Please check as many of the following boxes as necessary to indicate the natural features on your property that you believe make it eligible for a Natural Area Exemption Certificate and that the property owner(s) is (are) willing to permanently protect through NAPTEP.

- ☒ Areas relatively undisturbed by human activity that are good examples of eligible ecosystems (see *Islands Trust Act* NAPTEP Regulations for details)
- ☒ Areas relatively undisturbed by human activity that are key habitat for rare native plant species or plant communities
- ☒ Areas that are critical habitat for native animal species in relation to breeding, rearing, feeding or staging
- ☒ Geological features

(5) If you have additional information, such as photographs, maps, reports, letters from qualified parties or professional assessments that support your application for a Natural Area Exemption Certificate, please attach to your application.

(6) Site Plan: Please submit a sketch that shows the location of the natural features and buildings on the property. Reference the attached Application Checklist for a list of features to be included on the Site Plan.

(7) Is your property adjacent to a park or a protected area? YES ☒ NO ☐

(8) Do you have a preference for an organization/conservancy to co-hold the covenant with the Islands Trust Conservancy? Note that such an organization/conservancy must be authorized to accept covenants under Section 219 of the *Land Title Act* and authorized to accept a statutory right of way under Section 218 of the *Land Title Act*.

YES ☐

NO ☒

Name of Organization/Conservancy

(9) Please indicate what you would like to name your NAPTEP Covenant. If you do not have a preference, the default is to name it using your last name (i.e. Jones NAPTEP covenant).

Moss Mountain

Important: Before you apply, we recommend you obtain independent legal and tax advice to fully understand how a Natural Area Exemption Certificate will affect your particular situation.

The Natural Area Protection Tax Exemption Program is available throughout the Islands Trust area.

CERTIFICATION

I hereby certify that the above information is true to the best of my knowledge and I have reviewed the Annotated Standard Conservation Covenant for NAPTEP. I am willing to permanently protect the proposed area with a covenant of this standard and any necessary easements.

Signature of Applicant

Date

Print Name

AUTHORIZATION

*Required if the applicant is not the sole registered owner. Please list all owners indicated on the Certificate of Title.

Strata Titled Developments require a written endorsement from Strata Councils.

I hereby consent to the application contained herein.

Signature of Owner

Signature of Owner

Print Name

Print Name

Date

Date

Signature of Owner

Signature of Owner

Print Name

Print Name

Date

Date

Freedom of Information and Protection of Privacy

Personal information contained on this form is collected under the authority of the *Islands Trust Act* and is subject to the *Freedom of Information and Protection of Privacy Act*.

The personal information will be used for purposes associated with the conservation proposal. Enquiries about the collection or use of information in this form can be directed to the Islands Conservancy Manager, phone: 250-405-5191.

Contaminated Sites Regulation

Please note that pursuant to Section 4(4) of the *Contaminated Sites Regulation, B.C. Reg. 375/96* a site profile is not required and will not be accepted by the Islands Trust. If you have any questions, please contact this office.

NAPTEP

Natural Area Protection Tax Exemption Program

APPLICATION CHECKLIST

Please ensure that all of the information below is included in your application. The Application Checklist is part of the Application Form and must be enclosed with your application. If you have questions regarding submission requirements, please contact Islands Trust Conservancy staff at (250) 405-5186. **Staff cannot begin processing your application until all of the information below has been provided.**

Application Form

- ☒ Completed and signed application form
- ☒ Authorization signatures from all owners

Application Fee

- ☒ Phase 1 Application fee of **\$275** payable to the **Islands Trust**

Site Plan Sketch Showing:

- ☒ Approximate location of all water bodies (including the ocean), wetlands, drainage areas, ponds, sewage disposal field(s), well(s) and general topography
- ☒ Size of the parcel and existing uses
- ☒ Uses and approximate dimensions of existing buildings
- ☒ Approximate location of all driveways, trails, site access points and adjacent roads
- ☒ Approximate location and description of all natural values and amenities proposed for protection
 - Streams
 - Water bodies
 - Wetlands
 - Herbaceous areas
 - Woodlands (open forests)
 - Mature and old forests
 - Cliffs
 - Geological features
 - Known rare species
- ☒ Approximate location and dimensions of proposed covenant areas and easement areas (if required)

Burgoyne Provincial Park

old growth Douglas fir

woodland

pond

open meadow

- Known Rare Species:
- sharp-tailed snake
 - blue-bellied lizards
 - calypso orchids
 - Garry oak
 - manzanillo? trees
 - osprey
 - old growth Douglas fir
 - pygmy owls

ridge

woodland

cliff face

woodland

stream

ridge

SECTION 65
LOT 12
112 ACRES

- (A) 1700 sq. ft main house
- (B) 750 sq. ft studio

shop

fence

(A)

(B)

Garry oak

septic field

main access dock

ocean

Proposed covenant area
beyond fence = 110 acres



REQUEST FOR DECISION

To: ITC Board **For the Meeting of:** Nov 24, 2020
From: Staff **Date Prepared:** Nov 8, 2020

SUBJECT: Conservation Proposal, Stewart Road, Salt Spring Island

RECOMMENDATION: that the Islands Trust Conservancy Board approve the conservation proposal submitted by Robert Leader to place a NAPTEP covenant on approximately 5 ha on Salt Spring Island, PID: 000-395-081, LOT 2, SECTION 72, SOUTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 36292 Except Plan 40974

PURPOSE:

The Islands Trust Conservancy has received a Natural Area Protection Tax Exemption Program (NAPTEP) application from Robert Leader to covenant approximately 3.5 ha (8.75 acres) of Salt Spring Island (see map). The ITC Board must make a decision as to whether or not to accept this proposal.

BACKGROUND:

The landholder is interested in placing a NAPTEP covenant to protect the ~3.5 ha undeveloped portion of this property, either replacing or sitting on top of an existing covenant held by *TLC* The Land Conservancy of BC and Salt Spring Island Conservancy.

1 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Negotiation of a covenant will require staff time. It is likely that this covenant will require slightly more staff time than usual because ITC staff may need to assist with discharge of the existing covenant and a priority agreement with the mortgage holder will be required.

FINANCIAL: It will cost approximately \$2,000 for legal review. Document registration and discharge (if desired) will be at the cost of the landholder as will any required surveys or reports. The registration of this covenant will result in an increase to the ITC Property Management budget of \$1,160 for 2022/2023 under the ITC's new property management formula. This budget increase is to cover annual monitoring as well as signage and management of ecological and cultural features.

POLICY: The application is consistent with ITC policies and regulations for accepting NAPTEP covenants, and aligns with the Regional Conservation Plan and Securement Strategy conservation priorities.

IMPLEMENTATION/COMMUNICATIONS: Staff will convey the Board's response to the LTC, the applicant, and Executive Committee and Trust Council, and will begin covenant negotiation.

FIRST NATIONS: There are no known archaeological features or cultural sites on the land. Staff has discussed the site with the Senior Intergovernmental Policy Advisor. Staff will follow guiding

principles of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) and the Truth and Reconciliation (TRC) Calls to Action in negotiating and drafting the covenant.

CLIMATE CHANGE: This property contains largely young forest, and therefore contributes towards climate change mitigation by protecting carbon sequestration sources. Additionally, protecting properties that contain a mosaic of ecosystems provides a range of habitats and may assist with species persistence and/or migration in response to future climate instability and change.

OTHER: Staff is discussing best approaches with the landholder from a tax perspective, with the potential that this will not be pursued as a NAPTEP covenant.

2 **RELEVANT POLICY(S):**

The application is consistent with Islands Trust Conservancy policies:

[2.2 Assessing Conservation Proposals Policy](#)

[2.4 Conservation Covenants Policy](#)

[2.5 Natural Area Protection Tax Exemption Covenants Policy](#)

3 **ATTACHMENT(S):**

- a. Staff report
- b. Air Photo of the Property
- c. Conservation Proposal and map

RESPONSE OPTIONS

Recommendation: that the Islands Trust Conservancy Board approve the conservation proposal submitted by Robert Leader to place a NAPTEP covenant on approximately 5 ha on Salt Spring Island, PID: 000-395-081, LOT 2, SECTION 72, SOUTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 36292 Except Plan 40974

Alternative: that the Islands Trust Conservancy Board decline the conservation proposal submitted by Robert Leader for the following reasons:
[list identified reasons]

Prepared By: Kathryn Martell, A/Ecosystem Protection Specialist

Reviewed By/Date: Kate Emmings, A/Manager, Islands Trust Conservancy / November 13, 2020



STAFF REPORT

File No.: SS-NAP-2020.1

DATE OF MEETING: November 24, 2020

TO: Islands Trust Conservancy Board

FROM: Kathryn Martell, A/Ecosystem Protection Specialist (EPS)

SUBJECT: Robert Leader NAPTEP Proposal

Applicant: Robert Leader

Location: 626 Stewart Road, Salt Spring Island

PID: 000-395-081

Lot 2 Section 72, South Salt Spring Island, Cowichan District, Plan 36292
Except Plan 40974

REPORT SUMMARY

A Conservation Proposal (attached) for a NAPTEP covenant was submitted on June 16th, 2020 for Islands Trust Conservancy Board consideration. Section A(1) of Islands Trust Conservancy (ITC) Policy 2.2, *Assessing Conservation Proposals*, states the Board will only consider a proposal that is accompanied by a completed Conservation Proposal Form and a Staff Report. This staff report presents an assessment of the Conservation Proposal, based on selection criteria outlined in Policy 2.2, Policy 2.4 *Assessing Conservation Proposals*, 2.5 *Natural Area Protection Tax Exemption Covenants Policy*, and the ITC Securement Strategy.

This 5.02 ha property has an existing conservation covenant, held by TLC (The Land Conservancy of BC) and Salt Spring Island Conservancy. The property is largely forested, with second-growth Douglas-fir forest. It contains a series of small rocky knolls with terrestrial herbaceous outcrops and tiny pockets of Garry oak woodland, as well as a wetland near the north-western boundary and a small dug pond on the eastern boundary (outside of the protected area) as well as several seasonal streams in the middle of the property that drain into the wetland in the winter months.

The proposed covenant area contains 1 ecological community Red-listed in BC; a wetland, pond, and seasonal creeks with riparian habitat; and tiny pockets of Garry oak woodland and associated herbaceous ecosystems. The southeastern third of the property is mapped Critical Habitat for Western Painted Turtle, although none has been recorded here. It qualifies for the NAPTEP program based on the presence of areas relatively undisturbed by human activity that are good examples of target ecosystems (Regulation 2[a]) and that are key habitat for rare native plant communities (2[b]).

Staff recommends that the ITC Board accept this NAPTEP application, and direct staff to pursue next steps in negotiating a conservation covenant on this property, based upon:

- The potential to increase protection of sensitive ecosystems and species at risk habitat, particularly the wetland and riparian areas;
- The relatively intact nature of the young forest and herbaceous patches present on the property; and,
- Alignment with NAPTEP and Regional Conservation Plan conservation priorities.

ALIGNMENT WITH NAPTEP AND REGIONAL CONSERVATION PLAN CONSERVATION PRIORITIES

PROPERTY INFORMATION

Property Description:

PID: 000-395-081, Lot 2 Section 72, South Salt Spring Island, Cowichan District, Plan 36292 Except Plan 40974

The property is located in roughly the centre of Salt Spring Island, approximately 6 km North from the head of Fulford Harbour. It is approximately an equilateral triangle in shape, with Stewart Road forming the eastern boundary. There is a house in roughly the middle of the property, and a garden in the southeast corner.

Property size: 5.02 ha (12.4 ac)

Proposed protected area size: 3.54 (8.75ac)

Partners: SSIC may be interested in co-holding this covenant and continuing their relationship with the landowner and the property. Staff has not yet discussed this property directly with SSIC.

Property notes:

There is an existing conservation covenant on the property (ES1196, registered 2001). It is co-held by *TLC* The Land Conservancy of BC and Salt Spring Island Conservancy (SSIC). The landowner has spoken with both of these organizations and they have indicated their willingness to discharge the existing covenant in favour of a NAPTEP covenant with ITC.

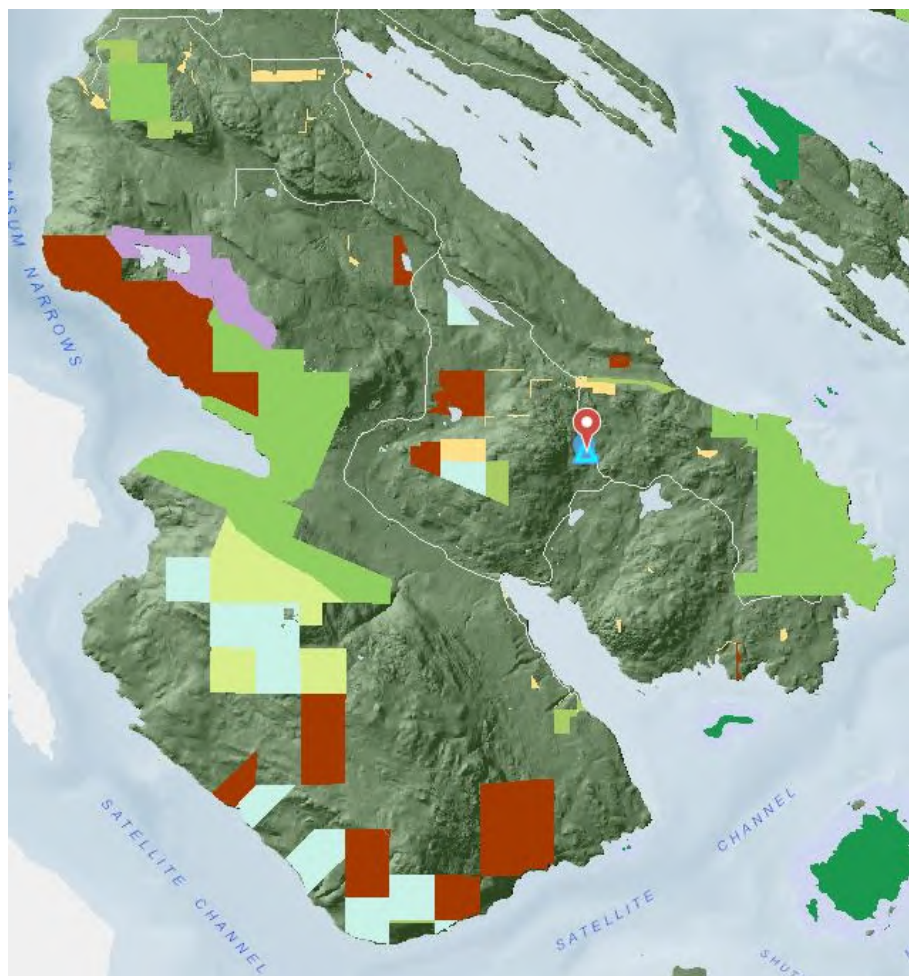
The A/EPS conducted a site visit on September 16th, 2020.

BACKGROUND

The applicant purchased the property in 2015. He would like to convert the existing covenant, placed by the previous owner, to a NAPTEP covenant because of the tax exemption benefit.

The property is largely forested with stands of young second-growth Douglas-fir that are beginning to diversify structurally and develop attributes of more mature forest. There are pockets of herbaceous and Garry oak woodland habitats on rocky knolls, a small wetland, a dug pond, and several seasonal creeks. The diverse topography and hydrology creates a variety of vegetation communities and habitat types.

Figure 1. Subject Property (blue outline) and nearby Protected Areas.



Shown are: Coastal Douglas-fir Management Areas (light blue); Regional Parks (light green); Conservation Covenants and ITC Nature Reserves (medium green); Provincial Parks (dark green); Community Parks (gold); Public Conservancy Land (maroon/brown); Watershed Protection Areas (mauve). Note that the map does not display several other conservation covenants, for landowner privacy reasons.

ANALYSIS

Values were determined by evaluating the application submitted by the property owner, Islands Trust and other mapping and inventory resources, and the site visit.

Natural Values

The property is forested, with the exception of a cleared area around the house in the centre of the property, and a garden in the southeast corner. Most of the property has second growth Douglas-fir forest but because of the variable terrain and wetland there are also patches of Garry oak, alder, and Western redcedar, with scattered arbutus, grand fir, and some very large big-leaf maple. There is a wetland near the southwestern boundary and an artificial pond north of the driveway. The property contains a rocky rise and several outcrops and knolls with pockets of Garry oak woodland and herbaceous ecosystems. The species composition shows

evidence of heavy browse (deer, and perhaps historically by sheep) and there is some minor presence of invasive species (broom, holly, blackberry). Several small trails wander around the property (created by the previous owner).

The proposed covenant area contains 1 ecological community Red-listed in BC and others that are sensitive ecosystems. It qualifies for NAPTEP based on the presence of areas relatively undisturbed by human activity that are good examples of target ecosystems (Regulation 2[a]) and that are key habitat for rare native plant communities (2[b]).



Photo 1 (left). Much of the property is second-growth Douglas-fir

Photo 2. Skunk cabbage, salmonberry, and diverse vegetation in the riparian area around the pond



Photo 3. Arbutus and herbaceous vegetation in small openings and rocky knolls



Ecosystems and Species at Risk

The proposed covenant area contains 1 ecological community considered at-risk (Red-listed) in British Columbia:

- Western Redcedar – Douglas-fir / Oregon beaked moss (Red-listed)

There are no recorded sightings of species at risk on the property, however, the southeastern third of the property is mapped as Critical Habitat for Western Painted Turtle.

Sensitive Ecosystems

The proposed covenant area contains areas of Woodland, Herbaceous, and Wetland ecosystems, however these are too small to have been captured in sensitive ecosystem mapping.

There is a mosaic of ecosystem types including mixed young forest, riparian areas, Garry oak and Arbutus woodland, herbaceous openings, and wetland, providing a diversity of habitats of different types and ages, and connectivity among them.

Regional Conservation Plan Context

The proposed covenant directly addresses conservation of the following Biodiversity Priorities of the 2018-2027 Regional Conservation Plan (RCP):

- *Sensitive Ecosystems,*
- *Healthy Forests,*
- *Species and Ecosystems at Risk,* and

The ITC conservation prioritization model indicates that the property is in a medium to high priority area.

The ITC's current RCP places a Very High conservation priority on Salt Spring Island, and Sensitive Ecosystems and Forests are a High priority for protection in the Salt Spring Local Trust Area.

Securement Strategy Assessment

Assessment category	Score	Comments
Representation:	10/15	Largely young Douglas-fir forest but pockets of Garry oak woodland and herbaceous ecosystems; key conservation values are in wetland and pond, associated riparian areas, and seasonal creeks
Site Condition:	12/15	Largely undeveloped although invasive species and impacts from deer browse evident
Viability:	6/15	This is a small property
Known Rare Species:	0/15	No known rare species however property contains Critical Habitat for Western Painted Turtle
Ecological Value Subtotal:	28/60	
Management Ease:	9/10	Management needs currently limited since is conservation covenant but some invasive species removal needed
Time/Urgency	2/10	Landowner committed to conserving the property and conservation covenant already in place
Threat Subtotal:	11/20	
Total:	39/80	

Property Management Consideration

No anticipated issues. The landowner would like to discuss a letter of permission for firewood extraction, and ensuring continuing right to use water from the dug pond (the water line crosses through the proposed covenant area to the excluded residential area and garden). There is a network of small trails through the property that are not public. The landowner has been conducting invasive species removal and staff recommends that the Covenant Management and Outreach Specialist provide guidance and stewardship advice for those activities. There are currently no known issues with trespass nor any previous covenant violations.

Land Title and Relevant Land Status Information

The applicant is the registered owner of the property. The property is classed as Residential.

There are a number of items on title:

- BC Hydro SRW (245930G)
- Easement (EJ119600) – granted in favour of property adjoining along south western boundary, to develop and maintain a private roadway through the applicant’s property. This easement applies to a 216m2 area and it does not appear that the right has been acted upon. Staff will seek legal counsel about potential concerns related to this easement and discuss current status with the landowner.
- Section 219 Conservation Covenant (ES1196) registered in 2001 in favour of SSIC and TLC, and associated SRW (ES1197).
- Modification (FB8570) on the covenant, filed in 2007 to clarify the definition of “Protected Area”
- Modification in 2015 to register the Rent Charge (CA4870947) when it was noticed that at the time of original registration, the Rent Charge was not filed against the title.
- Modification (CA4988124) in 2016 to adapt the terms under which the Covenant Holders would approve a mortgage
- Mortgage (CA4988501) held by First West Credit Union granting the Mortgage priority over the Rent Charge

Staff will work with the landowner and holders of the existing covenant to discharge these charges, as deemed necessary and to obtain a priority agreement over the mortgage.

First Nations Consideration

In negotiating and drafting the conservation covenant, staff will follow guiding principles of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) and the Truth and Reconciliation (TRC) Calls to Action. Staff has done a desktop review of RAAD data as per guiding principles of the Archaeological Branch. ITC collaborates with First Nations governments regarding land conservation, and management plans related to covenants (where applicable), and ITC staff work with Cultural Knowledge Holders to create greater understanding and stewardship. Cooperative management of these protected places will provide opportunities to establish and maintain mutually respectful relationships between First Nations governments and the Islands Trust Conservancy.

Referrals

The Salt Spring Island Local Trust Committee has been sent a brief email about this proposal to provide information prior to Trust Council consideration, and will receive a more fulsome brief for their December 15th meeting. Following ITC Board decision, the proposal will be sent to Trust Council for their review and approval of the tax exemption certificate, at their meeting December 1-3. Note that due to meeting timing, the request for decision to Trust Council has already been prepared and submitted to the Executive Committee for their review at their November 18, 2020 meeting.

Other Issues and Opportunities

Staff is discussing best approaches with the land holder from a taxes perspective, with the potential that this will not be pursued as a NAPTEP covenant. This property was the subject of a previous NAPTEP application, in 2011, under the previous owner. The application was withdrawn in March, 2014, when the property was offered for sale.

Rationale for Recommendation

Staff recommends that the ITC Board accept this NAPTEP application, and direct staff to pursue next steps in negotiating a conservation covenant on this property, based upon:

- The potential to increase protection of sensitive ecosystems and species at risk habitat, particularly the wetland and riparian areas;
- The relatively intact nature of the young forest and herbaceous patches present on the property; and,
- Alignment with NAPTEP and Regional Conservation Plan conservation priorities.

ALTERNATIVES

To decline this NAPTEP application, and provide the landowner with reasons for doing so.

Submitted By:	Kathryn Martell, A/Ecosystem Protection Specialist	November 5, 2020
Concurrence:	Kate Emmings, A/Manager, Islands Trust Conservancy	November 13, 2020

ATTACHMENTS

1. Aerial view of property
2. Conservation Proposal



Attachment 1. Aerial view of subject property (yellow outline) at 626 Stewart Road, showing contours. The yellow line bisecting the property shows the boundary of Western Painted Turtle Critical Habitat (land to the southeast of the line is mapped as CH).



200 - 1627 Fort Street, Victoria, BC V8R 1H8
Telephone: 250-405-5186 Fax: 250-405-5155
Toll Free via Service BC in Vancouver 604-660-2421
Elsewhere in BC 1-800-663-7867
Email: itcmail@islandstrust.bc.ca
Website: www.islandstrustconservancy.ca



Natural Area Protection Tax Exemption Program

APPLICATION FORM

OFFICE USE ONLY

Size of Property _____ Application Fee _____ Receipt Number _____ File Number: _____

Please complete and attach the **Application Checklist** at the end of this form to your application. Be sure to include all required information with your application and ensure your site plan is complete and accurate.

We can only accept and process complete applications.

PROPERTY OWNER (Please Print)

Please list all registered owners as indicated on State of Title Certificate. Add additional page if more than two owners.

Robert Leader
Name _____
626 Stewart Road
Street Address _____
City Salt Spring Island Province BC
Postal Code V8K2A2
Telephone 778 354 0055
Cell Phone 778 839 9175
Email rleader10@gmail.com

Name _____
Street Address _____
City _____ Province _____
Postal Code _____
Telephone _____
Cell Phone _____
Email _____

APPLICANT INFORMATION (If different from owner)

Name _____ Street Address _____
City _____ Province _____ Postal Code _____
Telephone _____ Cell _____ E-mail _____

DESCRIPTION OF PROPERTY

(As indicated on State of Title Certificate)

Parcel Identifier (PID) 000-395-081
Legal Description: Plan VIP36292: Lot 2, Sect 72: Cowichan Land District: Portion SOUTH SALT SPRING
Street Address or General Location 626 Stewart Road, Salt Spring Island. BC
Jurisdiction and Folio Number 764 000269:040 (from Property Assessment/Tax Notice)
Property Size (hectares) 5.02 Proposed Covenant Size (hectares) 3.54 (established)

(1) Why do you want to covenant your land?

Replace existing covenant with NAPTEP covenant.

(2) Please describe the **current** use(s) of land and building(s) on the property.

Residential use.

(3) Please describe the **current** use(s) of land and building(s) on **adjacent** properties.

Residential / light agriculture.

(4) Please check as many of the following boxes as necessary to indicate the natural features on your property that you believe make it eligible for a Natural Area Exemption Certificate and that the property owner(s) is (are) willing to permanently protect through NAPTEP.

- ☒ Areas relatively undisturbed by human activity that are good examples of eligible ecosystems (see *Islands Trust Act NAPTEP Regulations* for details)
- ☒ Areas relatively undisturbed by human activity that are key habitat for rare native plant species or plant communities
- ☒ Areas that are critical habitat for native animal species in relation to breeding, rearing, feeding or staging
- ☒ Geological features

(5) If you have additional information, such as photographs, maps, reports, letters from qualified parties or professional assessments that support your application for a Natural Area Exemption Certificate, please attach to your application.

(6) Site Plan: Please submit a sketch that shows the location of the natural features and buildings on the property. Reference the attached Application Checklist for a list of features to be included on the Site Plan.

(7) Is your property adjacent to a park or a protected area? YES ☐ NO ☒

(8) Do you have a preference for an organization/conservancy to co-hold the covenant with the Islands Trust Conservancy? Note that such an organization/conservancy must be authorized to accept covenants under Section 219 of the *Land Title Act* and authorized to accept a statutory right of way under Section 218 of the *Land Title Act*.

YES ☐ _____ NO ☒
Name of Organization/Conservancy

(9) Please indicate what you would like to name your NAPTEP Covenant. If you do not have a preference, the default is to name it using your last name (i.e. Jones NAPTEP covenant).

Important: Before you apply, we recommend you obtain independent legal and tax advice to fully understand how a Natural Area Exemption Certificate will affect your particular situation.

The Natural Area Protection Tax Exemption Program is available throughout the Islands Trust area.

CERTIFICATION

I hereby certify that the above information is true to the best of my knowledge and I have reviewed the Annotated Standard Conservation Covenant for NAPTEP. I am willing to permanently protect the proposed area with a covenant of this standard and any necessary easements.



Signature of Applicant

16/06/2020

Date

Robert Leader

Print Name

AUTHORIZATION

*Required if the applicant is not the sole registered owner. Please list all owners indicated on the Certificate of Title.
Strata Titled Developments require a written endorsement from Strata Councils.

I hereby consent to the application contained herein.



Signature of Owner

Robert Leader

Print Name

16/06/2020

Date

Signature of Owner

Print Name

Date

Signature of Owner

Print Name

Date

Signature of Owner

Print Name

Date

Freedom of Information and Protection of Privacy

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Contaminated Sites Regulation

Please note that pursuant to Section 4(4) of the *Contaminated Sites Regulation, B.C. Reg. 375/96* a **site profile is not required and will not be accepted by the Islands Trust**. If you have any questions, please contact this office.

NAPTEP

Natural Area Protection Tax Exemption Program

APPLICATION CHECKLIST

Please ensure that all of the information below is included in your application. The Application Checklist is part of the Application Form and must be enclosed with your application. If you have questions regarding submission requirements, please contact Islands Trust Conservancy staff at (250) 405-5186. **Staff cannot begin processing your application until all of the information below has been provided.**

Application Form

- ☐ Completed and signed application form
- ☐ Authorization signatures from all owners

Application Fee

- ☐ Phase 1 Application fee of **\$275** payable to the **Islands Trust**

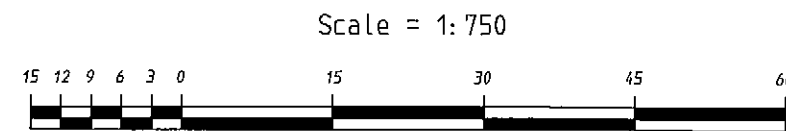
Site Plan Sketch Showing:

- ☐ Approximate location of all water bodies (including the ocean), wetlands, drainage areas, ponds, sewage disposal field(s), well(s) and general topography
- ☐ Size of the parcel and existing uses
- ☐ Uses and approximate dimensions of existing buildings
- ☐ Approximate location of all driveways, trails, site access points and adjacent roads
- ☐ Approximate location and description of all natural values and amenities proposed for protection
 - Streams
 - Water bodies
 - Wetlands
 - Herbaceous areas
 - Woodlands (open forests)
 - Mature and old forests
 - Cliffs
 - Geological features
 - Known rare species
- ☐ Approximate location and dimensions of proposed covenant areas and easement areas (if required)

Reference Plan Of Covenant Over Part Of:
Lot 2, Section 72, South Salt Spring Island, Cowichan
District, Plan 36292 Except Plan 40974.

Pursuant To Section 99 (1) (e), L.T.A.

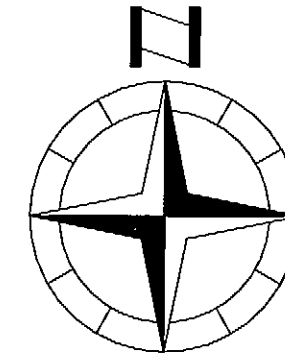
B. C. G. S. 92B.073



Distances are in metres.
 Grid Bearings are derived from Plan 40974

Legend:

- Denotes Standard Iron Post (Type 5) Found
- Denotes Standard Iron Post (Type 5) Placed



Plan VIP **82540**

Deposited in the Land Title Office at
 Victoria, B.C.
 this 30 day of January 2007

Craig Johnston
 Registrar

FB8570

This Plan lies within
 The Capital Regional District

I, Richard J. Wey, a British Columbia Land Surveyor, of Sidney,
 in British Columbia, certify that I was present at and personally
 superintended the survey represented by this plan and that the
 survey and plan are correct.
 The field survey was completed on the 24th day of March 2004

The plan was completed and checked, and the checklist filed under
 No. 31196, on the 14th day of May, 2004

B. C. L. S.

Registered Owner

Fred Arthur Morton
 Fred Arthur Morton

Witness ASHLEY HILLIARD
 Lawyer

Occupation
(300-777 Dunsmuir St.

Address Vancouver, B.C.
V7Y 1K2

Lot A
 Plan 40974

Remainder
 Lot 2

Area Required 3.54 ha.

Stewart Road

36292

Lot 1

Richard J. Wey & Associates

Land Surveying Inc.

106 - 9717 Third Street, Sidney BC
 Telephone (250) 656-5155

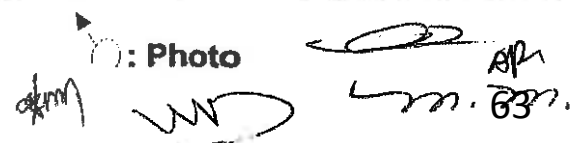
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Easement
 Plan VIP62252

Lot 2

Plan

37489





REQUEST FOR DECISION

To: Islands Trust Conservancy

For the Meeting of: November 24, 2020

From: Staff

Date Prepared: November 3, 2020

SUBJECT: Islands Trust Conservancy Nature Reserve Monitoring Report 2020

RECOMMENDATION: That the Islands Trust Conservancy accept the “Islands Trust Conservancy Nature Reserve Monitoring Report 2020.”

1 **PURPOSE:** To review the Islands Trust Conservancy Nature Reserve Monitoring Report for 2020.

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 breaches to the terms of the conservation covenant. The Islands Trust Conservancy Nature Reserve Monitoring Report 2020 provides the monitoring results for 21 of 29 ITC-owned nature reserves.

This year most of the monitoring was completed by ITC staff. A monitoring contractor was not used but local covenant holders and/or management groups were employed using service contracts in some cases to complete the monitoring visits due to CoViD-19 travel restrictions or where it is the only nature reserve on an island and can be done by the local group. Service contracts were used for the following nature reserves:

- Horton Bayviary Nature Reserve (Mayne Island)
- Trincomali Nature Sanctuary (Galiano Island) planned for November out of respect for the peregrine falcon nesting season.
- Fairy Fen, Singing Woods, and David Otter Nature Reserves (Bowen Island) will be completed by Bowen Island Conservancy

Due to the reduced monitoring season resulting from the global pandemic travel restrictions in the spring and early summer the following nature reserves were considered low risk and have not been visited this year, but will be at the earliest opportunity:

- Burren’s Acres Nature Reserve (Gabriola Island): not open to the public and visited often by a volunteer warden
- Ruby Alton Nature Reserve (Salt Spring Island): caretaker on site
- Valens Brook Nature Reserve (Denman Island): Closed to the public and management plan work recently completed on the property

The monitors were responsible for organizing and conducting site visits, filling out the site monitoring form, recording the monitoring route taken, taking photos of sites of interest, noting possible concerns of the conservation covenant if there is one registered on the nature reserve. A summary monitoring report with recommendations identifies any management issues, trespass or other major issues that require immediate attention. This report is attached as Islands Trust Conservancy Nature Reserve Monitoring Report for 2020. For nature reserves, a

general assessment has been made regarding achievement of management objectives and public safety issues.

Issues identified in this report:

1. **Mount Artaban Nature Reserve, Gambier Island** — Need to clear some fallen logs from the trail and make the trail route more visible as it is easy to go off the trail in one steep section. It is recommended that a service contract be developed to clear the fallen logs and install more trail markers to define the route more clearly.
2. **Brigade Bay Bluffs Nature Reserve and Long Bay Wetland Nature Reserve, Gambier Island** — Restoration areas are doing well considering the shortcomings of the site. More planting and caging and removal of invasive species, especially English holly, it is recommended that a service contract be developed to continue to restore these past logged and gravel pit sites.
3. **Horton Bayvairy Nature Reserve, Mayne Island** — It is recommended that a service contract be developed to create a restoration plan to help improve the understory health and to combat shoreline erosion.
4. **Medicine Beach (E,HO,) Nature Sanctuary, North Pender Island** — A reoccurring issue of public use of Schooner Way to access the beach/use as a boat launch by the parking area. Ministry of Transportation and Infrastructure (MOTI) placed logs this year to discourage use but these were moved almost immediately. MOTI has said it would put down cement blocks when they are able. Members of the public require a permit from the Ministry of Transportation and Infrastructure to use. This area is not legally part of the Medicine Beach Nature Sanctuary, but ITC has facilitated communication with MOTI in the past.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: This monitoring report helps set priorities for management activities and identifies work that needs to be done to resolve breaches.

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.

POLICY: None

IMPLEMENTATION/COMMUNICATIONS: Staff will continue to address the recommendations in the report as part of the regular work plan and will follow up with Habitat Acquisition Trust and the Bowen Island Conservancy to address any management issues identified in their monitoring reports for the Trincomali Nature Sanctuary and Bowen Island Nature Reserves.

FIRST NATIONS: Cultural knowledge holder, H. Joe, joined ITC staff and partners on the Thetis Island nature reserves to learn how to be on location in a respectful way. Staff will review the archaeological sites database before undertaking any trail building restoration that requires digging and will contact First Nations in areas where there may be impacts to archaeological sites. Staff will follow the Islands Trust Cultural Protocol for Chance Finds and Ancestral Remains as required.

CLIMATE CHANGE: The property monitoring report provides staff with the most 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.

OTHER: None

4 RELEVANT POLICY(S):

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

5 ATTACHMENT(S): Islands Trust Conservancy Nature Reserve Monitoring Report 2020

RESPONSE OPTIONS

Recommendation:

That the Islands Trust Conservancy accept the “Islands Trust Conservancy Nature Reserve Monitoring Report 2020.”

Alternative: None recommended.

Prepared By: Nuala Murphy, Property Management Specialist

Reviewed By/Date: Kate Emmings, A/ITC Manager / November 13, 2020

Islands Trust Conservancy Nature Reserve Monitoring Report 2020



Vanilla Leaf Land Nature Reserve, Galiano Island

Prepared By:

Nuala Murphy, Property Management Specialist, Islands Trust Conservancy

Executive Summary

Islands Trust Conservancy (ITC) 29 nature reserves are monitored annually to assess the character and key features of the sites, evaluate the effectiveness of the management program and to identify any new issues that need to be addressed by ITC and/or the covenant holders.

In 2020 not all of the nature reserves have been visited due to the shortened field season caused by the travel restrictions related to CoViD-19. The following nature reserves were considered low risk and have not been visited this year, but will be at the earliest opportunity:

- Burren's Acres Nature Reserve (Gabriola Island): not open to the public and visited often by a volunteer warden
- Ruby Alton Nature Reserve (Salt Spring Island): caretaker on site
- Valens Brook Nature Reserve (Denman Island): Closed to the public and management plan work recently completed on the property

Local covenant holders and/or management groups were employed using service contracts in some cases to complete the monitoring visits due to CoViD-19 travel restrictions or where it is the only nature reserve on an island and can be done by the local group. Service contracts were used for the following nature reserves:

- Horton Bayviary Nature Reserve (Mayne Island)
- Trincomali Nature Sanctuary (Galiano Island) planned for November out of respect for the peregrine falcon nesting season.
- Fairy Fen, Singing Woods, and David Otter Nature Reserves (Bowen Island) will be completed by Bowen Island Conservancy

Observations and comments arising from each visit are reported here. Recommendations have been made in some cases where there is an issue requiring action, unless the issue is already being addressed. A general assessment has been made regarding achievement of management objectives and public safety issues.

BOWEN ISLAND

David Otter Nature Reserve, Fairy Fen Nature Reserve and Singing Woods Nature Reserve: will be monitored by Bowen Island Conservancy and if there are any concerns they will be brought to the board.

DENMAN ISLAND

Inner Island Nature Reserve was visited on August 12, 2020 by Nuala Murphy, accompanied by J. Balke and E. Bland (Denman Conservancy Association) and Steven Godfrey (Nature Conservancy of Canada). There were no public safety issues identified in the reserve and the objectives of the management plan are generally being met.

Lindsay Dickson Nature Reserve was visited on August 12, 2020 by Nuala Murphy. There were no public safety issues identified in the reserve and the objectives of the management plan are generally being met.

Morrison Marsh Nature Reserve was visited on August 12, 2020 by Nuala Murphy accompanied by E. Bland (Denman Conservancy Association). There were no public safety issues identified in the reserve and the objectives of the management plan are generally being met.

Valens Brook Nature Reserve will be visited as soon as possible but was considered low risk for this year of reduced travel time due to Covid 19.

GABRIOLA ISLAND

Burren's Acres Nature Reserve will be visited as soon as possible but was considered low risk for this year of reduced travel time due to Covid 19.

Coats Millstone Reserve was visited on August 20, 2020 by Nuala Murphy accompanied by A. Breakwell (Nanaimo and Area Land Trust). Scotch Broom needs to be removed. The objectives of the management plan are generally being met. There were no safety issues identified in the reserve other than the existing natural hazards.

Elder Cedar Nature Reserve was visited on August 20, 2020 by Nuala Murphy, accompanied by A. Breakwell (Nanaimo and Area Land Trust), F. Shoemaker and N. Johnston (Gabriola Land and Trails Trust). Work continues to remove Reed Canary Grass. The management objectives for the reserve are generally being met. No public safety issues were identified in the reserve.

GALIANO ISLAND

Laughlin Lake Nature Reserve Addition was visited on July 9, 2020 by Jemma Green, ITC Covenant Management and Outreach Specialist, when monitoring the Laughlin Lake Nature Reserve Covenant. The management objectives for the reserve are generally being met. No public safety issues were identified in the reserve.

Trincomali Nature Sanctuary will be monitored by Habitat Acquisition Trust on November 17, 2020 to avoid the peregrine falcon nesting season and when restoration work will continue. If there are any concerns they will be brought to the board.

Vanilla Leaf Land Nature Reserve was visited on October 21, 2020 by Nuala Murphy accompanied by Keith Erickson and Chessi Miltner (Galiano Conservancy Association). The management objectives for the reserve are generally being met. No public safety issues were identified in the reserve.

GAMBIER ISLAND

Brigade Bay Bluffs Nature Reserve was visited on October 3, 2020, by Nuala Murphy accompanied by D. Hopwood, P. Scholefield (Gambier Island Conservancy), P. Klassen and C. Petroski (Brigade Bay owners group) and S. Senger (Sunshine Coast Conservancy Association). The management objectives for the reserve are generally being met and no public safety issues were identified in the reserve.

Long Bay Wetland Nature Reserve was visited on October 3, 2020, by Nuala Murphy accompanied by D. Hopwood, P. Scholefield (Gambier Island Conservancy), P. Klassen and C. Petroski (Brigade Bay owners group) and S. Senger (Sunshine Coast Conservancy Association). The management objectives for the reserve are generally being met and no public safety issues were identified in the reserve.

Mount Artaban Nature Reserve was visited on October 3, 2020, by Nuala Murphy accompanied by D. Hopwood, P. Scholefield (Gambier Island Conservancy), P. Klassen (Brigade Bay owners group) and S. Senger (Sunshine Coast Conservancy Association). The management objectives for the reserve are generally being met and no public safety issues were identified in the reserve.

Recommendation: Work with Gambier Island Conservancy to clear some fallen logs from the trail and make the trail route more visible as it is easy to go off the trail in one steep section, Some work on trail markers may also be required.

LASQUETI ISLAND

John Osland Nature Reserve was visited on October 15, 2020 by Nuala Murphy accompanied by D. Hopwood, W. Schnieble and A. Kukolj (Lasqueti Island Nature Conservancy). The management objectives for the reserve are being met and no public safety issues were identified.

Kwel Nature Sanctuary was visited on October 16, 2020 by Nuala Murphy accompanied by D. Hopwood, A. Kukolj (Lasqueti Island Nature Conservancy). The management objectives for the reserve are being met and no public safety issues were identified.

Mount Trematon Nature Reserve was visited on October 15, 2020 by Nuala Murphy accompanied by D. Hopwood, A. Breakwell and L. Brooymans (Nanaimo and Area Land Trust), W. Schnieble and A. Kukolj (Lasqueti Island Nature Conservancy). The management objectives for the reserve are being met and no public safety issues were identified.

Salish View Nature Reserve was visited on October 16, 2020 by Nuala Murphy accompanied by W. Schnieble, G. Scott and A. Kukolj (Lasqueti Island Nature Conservancy). This was the first monitoring visit. Fencing around the pond enclosure was complete and awaiting the planting and restoration activities which have since been completed. The management objectives for the reserve are being met and no public safety issues were identified.

MAYNE ISLAND

Horton Bayvairy Nature Reserve was visited on August 31, 2020 by M.Dunn (Mayne Island Conservancy) Understory appears less robust than in previous years especially salal and shoreline erosion continues. The management objectives for the reserve are being met and no public safety issues were identified.

Recommendation: Work with Mayne Island Conservancy create a restoration plan to help improve the understory health and to combat shoreline erosion.

SALT SPRING ISLAND

Cunningham Nature Reserve was visited on July 29, 2020 by Jemma Green when visiting the Cunningham Covenants. The management objectives for the reserve are being met and no public safety issues were identified.

Deep Ridge Nature Reserve was visited on July 29, 2020 by Nuala Murphy. The management objectives for the reserve are being met and no public safety issues were identified.

Lower Mount Erskine Reserve was visited on July 29, 2019 by Nuala Murphy, accompanied by C. Kahn (Salt Spring Trail and Nature Club). The management objectives for the reserve are being met and no public safety issues were identified.

McFadden Nature Sanctuary was visited on July 29, 2020 by Nuala Murphy. The management objectives for the reserve are being met and no public safety issues were identified.

Ruby Alton Nature Reserve will be visited as soon as possible but was considered low risk for this year of reduced travel time due to Covid 19.

THETIS ISLAND

Fairyslipper Forest Nature Reserve was visited on August 13, 2020 by Nuala Murphy, accompanied by S. Cottell (Cowichan Community Land Trust) and R. Welsh (Thetis Island Nature Conservancy) and H. Joe (Cultural Knowledge Holder) and ITC staff to learn more about how to be on the land in a

respectful way. The management objectives for the reserve are generally being met and no public safety issues were identified in the reserve.

Moore Hill Nature Reserve was visited on August 13, 2020 by Nuala Murphy accompanied by S. Cottell (Cowichan Community Land Trust) and R. Welsh and L. Marsh (Thetis Island Nature Conservancy) H. Joe (Cultural Knowledge Holder) and ITC staff to learn more about how to be on the land in a respectful way. The management objectives for the reserve are generally being met and no public safety issues were identified in the reserve.



REQUEST FOR DECISION

To: ITC Board **For the Meeting of:** November 24, 2020
From: Staff **Date Prepared:** November 12, 2020
SUBJECT: Islands Trust Conservancy NAPTEP Monitoring Report 2020

RECOMMENDATION: That the Islands Trust Conservancy accept the *Islands Trust Conservancy NAPTEP Covenant Monitoring Report 2020* and direct staff to address breaches as identified in the report.

- 1 **PURPOSE:** To review the Islands Trust Conservancy NAPTEP Covenant Monitoring Report for 2020.
- 2 **BACKGROUND:** Islands Trust Conservancy (ITC) NAPTEP covenanted areas are monitored annually to assess the overall ecological health of the sites, identify any new management issues that should be addressed by the covenant holder(s) or landholder, and identify and respond to any violations of the terms of the covenant agreement. The *Islands Trust Conservancy NAPTEP Covenant Monitoring Report* provides the monitoring results for 24 of 25 NAPTEP covenants in 2020. The results summary for each NAPTEP covenant includes a statement of good standing or non-compliance, a brief description of any violations (breach or trespass), and a list of any management concerns. Recommendations for responding to violations or management concerns are provided as appropriate.

Monitoring inspections identified three clear violations in 2020, two of which occur in one covenant area and all of which are minor in terms of severity of ecological impacts. The Covenant Management & Outreach Specialist will work with the landholders to resolve these breaches and restore the affected areas, as needed.

Management concerns are noted for all but four NAPTEP covenants. In the remaining 21 NAPTEP covenant areas, invasive species are a major or minor management concern. Other less common concerns relate to trespass impacts (e.g. fire pits, unauthorized trails) or poor forest understory regeneration. A NAPTEP covenant agreement authorizes ITC to “protect, preserve, and conserve” as well as to “maintain, enhance, rehabilitate, and restore” the land and amenities, and this is reflected in the recommendations provided in this report.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: This monitoring report helps set priorities for NAPTEP covenant management and landholder stewardship, and identifies the actions needed to resolve violations.

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.

POLICY: None.

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

FIRST NATIONS: Where the ITC undertakes any restoration work, it will check the archaeological sites database for archaeological sites prior to soil disturbance. The ITC will also request that landowners investigate archaeological sites prior to disturbing soil for restoration, trail building or other activities. More generally, the monitoring report can be used to help identify local or regional land stewardship issues of mutual interest when working with First Nations. Staff will follow the *Islands Trust Cultural Protocol for Chance Finds and Ancestral Remains* as required and will request that covenant landowners do the same when working in covenant areas.

CLIMATE CHANGE: The property monitoring report provides staff with the most 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.

- 4 **RELEVANT POLICY(S):**
 [ITC 2.5 Natural Area Protection Tax Exemption Covenants](#)
 [ITC 2.8 Covenant Enforcement Policy](#)

- 5 **ATTACHMENT(S):** Islands Trust Conservancy NAPTEP Covenant Monitoring Report 2020
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RESPONSE OPTIONS

Recommendation: That the Islands Trust Conservancy Board accept the *Islands Trust Conservancy NAPTEP Covenant Monitoring Report 2020* and direct staff to address breaches as identified in the report.

Alternative: None recommended.

Prepared By: Jemma Green, Covenant Management & Outreach Specialist

Reviewed By/Date: Kate Emmings, A/Manager, Islands Trust Conservancy / November 13, 2020

Islands Trust Conservancy

NAPTEP Covenant Monitoring Report 2020



Goldenback fern, Link Island NAPTEP Covenant, Link Island

Prepared By:

Jemma Green, Covenant Management and Outreach Specialist
Islands Trust Conservancy
November 10, 2020

Executive Summary

The Islands Trust Conservancy (ITC) is responsible for annually monitoring the 25 NAPTEP (Natural Areas Protection Tax Exemption Program) covenants on which it holds an interest. This ensures that the ecological values on which the covenant is based continue to be protected and that any violations of the covenant agreement are remedied as soon as possible. Compliance monitoring involves contacting the landholder to advise of and coordinate the monitoring visit; walking the land along established monitoring routes, including along accessible property boundaries and any trails; filling out a standard site monitoring form that takes into account the standard land use restrictions under a conservation covenant; taking photos at monitoring stations; documenting major concerns and/or breaches; and providing a summary report with recommendations, which can be followed up on by ITC staff and co-covenant holders as needed. This document contains the summary reports from 2020 monitoring activities on NAPTEP covenants held by ITC; note that ITC's 51 non-NAPTEP covenants are addressed in a separate report.

The 2020 covenant monitoring season was remarkable in two ways. First, it marked the first year that ITC conducted its monitoring fully in-house, coordinated by Jemma Green in the newly established position of Covenant Management & Outreach Specialist. Second, the monitoring season was delayed and shortened by the COVID-19 pandemic, which prevented travel to vulnerable and isolated communities from March to June, and which precipitated additional logistical constraints through the policies set out in the *Islands Trust Recovery and Safety Plan: COVID-19 Pandemic*. In recognition of the time and logistical constraints imposed by the pandemic, ITC staff were forced to prioritize monitoring activities. As a result, consistent with Policy 2.4 (B 21), in cases where the Board and a second group hold a conservation covenant jointly, and where travel to that covenant was constrained by the Recovery and Safety Plan policies, staff requested that co-holders monitor the covenant on behalf of both groups. Consequently, despite the pandemic, all 25 NAPTEP covenants were monitored in 2020¹—twenty-one of them by ITC's Covenant Management & Outreach Specialist.

Monitoring inspections identified three clear violations, two of which occur in one covenant area and all of which are minor in terms of severity of ecological impacts. The Covenant Management & Outreach Specialist will work with the landholders and co-covenant holders to resolve the issues and restore the affected areas. Whereas previous annual monitoring reports focused almost solely on covenant compliance, this report also includes management issues identified during the monitoring inspection, for the purposes of better addressing matters of ecosystem health and stewardship within Islands Trust Conservancy's NAPTEP covenants going forward.

Gabriola Island

Bachmann NAPTEP Covenant was monitored by Jemma Green with Robert Brockley of Gabriola Land and Trails Trust (covenant co-holder) and the landholder on July 7, 2020. The covenant was found to be in good standing. Of primary management concern are infestations of Himalayan blackberry and Scotch

¹ Twenty-five NAPTEP covenants will be monitored by the end of 2020. Twenty-four monitoring inspections are complete and reported on. The monitoring inspection for Owl's Call NAPTEP Covenant is planned for 2020 but was not completed in time for inclusion in this report.

broom which encroach into the covenant area from bordering road allowances. Infestations of tansy ragwort, thistles, daphne laurel, and English ivy are a secondary management concern.

Recommendation: Support the landholder and/or the co-covenant holder to manage invasive species.

McRae NAPTEP Covenant was monitored by Jemma Green on July 7, 2020. The covenant was found to be in good standing. Of primary management concern is the development of unauthorized trails branching from the one authorized trail through the clearing, which damage a sensitive ecosystem characterized by shallow soil supporting a fragile community of moss, lichen and herbaceous species. Of secondary management concern are scattered daphne laurel and English holly in forested areas, which are currently in the early stages of invasion.

Recommendation: (1) Install interpretive signage to encourage the public to stay on authorized trails, as is recommended in the Baseline Report of the 2010 Covenant Agreement. (2) Monitor invasive species.

Galiano Island

Barrineau NAPTEP Covenant was monitored by Jemma Green on July 9, 2020. The covenant was found to be in good standing. Of minor management concern is the thistle which is dispersing from fields outside of the covenant area via the driveway through the covenant area.

Recommendation: Continue to encourage the landholder to mow the field of thistle adjacent to the covenant area when plants are in bud.

Westbourne NAPTEP Covenant was monitored by Keith Erickson and Chessi Miltner of Galiano Conservancy Association (covenant co-holder) on October 6, 2020. The covenant was found to be in good standing. Of minor management concern are infestations of Himalayan blackberry and English holly that are limited in extent.

Hornby Island

Myra Powers NAPTEP Covenant was monitored by Board members of Conservancy Hornby Island (covenant co-holder) with the landholder on July 26, 2020. The covenant was found to be in good standing and no management concerns were identified.

Link Island

Link Island NAPTEP Covenant was monitored by Jemma Green with Ava Breakwell of Nanaimo and Area Land Trust (covenant co-holder) on August 19, 2020. The covenant was found to be in good standing. Of management concern are the impacts of trespass by the general public, which in the past year include: (1) a small fire pit, renewed annually by unidentified trespassers (2) a wildfire on the bench of a cliff, caused accidentally by trespassers that have since been identified (a small area of herbaceous vegetation was burned and the fire put out with salt water); and (3) a small amount of litter. Also of management concern are the tansy ragwort infestations throughout the island, which are regularly monitored and managed by the landholder and their family.

Recommendation: Install a “No campfires” sign at the location of the fire pit.

Little D’Arcy Island

Little D’Arcy NAPTEP Covenant was monitored by Jemma Green on July 15, 2020. The covenant was not found to be in compliance. First, the landholders have not been able to resolve one of two violations identified last year; a backhoe remains in the covenant area. Second, the materials from a decommissioned solar array are littered in the covenant area, violating Section 4.2(a)(v) of the covenant agreement. The landholder had made plans to move the backhoe and undertake an island-wide debris cleanup in 2020, but was prevented by the border closure. Therefore, the timeline for remedy for both violations should be extended due to the low severity of the violations and the extenuating circumstances of the pandemic. One management concern identified is the large thistle infestation on the tombolo.

Recommendation: Allow for additional time during the annual monitoring visit to manage thistle (time to coincide with bloom and remove flowers).

North Pender Island

Garry Oak NAPTEP Covenant was monitored by Jemma Green on July 21, 2020. The covenant was found to be in good standing. The primary management concern identified is the Scotch broom that is re-establishing in many parts of the covenant. A secondary management concern is the encroachment of Himalayan blackberry from the road allowance on Port Washington Road.

Recommendation: With the landholders’ permission, and with special care given to respect sensitive habitat, support a Pender Islands Conservancy Association-led “broom bash.”

King Lot A NAPTEP Covenant was monitored by Jemma Green on July 23, 2020. The covenant was found to be in good standing. Of management concern are the scattered patches of Himalayan blackberry and Scotch broom, which threaten the integrity of this red-listed Douglas-fir/Arbutus woodland.

Recommendation: Work with the owner’s gardener to manage invasives.

King Lot 16 NAPTEP Covenant was monitored by Jemma Green on July 23, 2020. The covenant was found to be in good standing. Of management concern is the extensive cover of Scotch broom, which threatens the integrity of this red-listed Douglas-fir/Arbutus woodland.

Recommendation: Work with the owner’s gardener to manage the Scotch broom.

Nighthawk Hill NAPTEP Covenant was monitored by Jemma Green on July 21, 2020. The covenant was found to be in good standing and no management concerns were identified.

Oscar’s Landing (Lot 12) NAPTEP Covenant was monitored by Jemma Green with Elizabeth Miles of Pender Islands Conservancy Association (the co-covenant holder) on August 27, 2020. The covenant was found to be in good standing and no major management concerns were identified. Of minor concern is the small number of Himalayan blackberry plants above the cove, which should be removed while in this very early stage of invasion.

Recommendation: Work with the owner’s gardener to manage the Scotch broom.

Steil's Woods NAPTEP Covenant was monitored by Jemma Green on July 21, 2020. The covenant was found to be in good standing. However, water levels in Gardom Pond have been permanently lowered by the CRD since the last monitoring visit, and reed canary grass is starting to invade newly exposed soil on the pond margin, including within the covenant area. Another management concern is the near-complete absence of understory vegetation in the forested areas of this covenant, except where the late Sara Steil had planted native species within small exclosures.

Recommendation: (1) Inform the CRD that invasive vegetation is establishing around the pond and that planting of native species is urgently needed to protect the biodiversity of this wetland. (2) With the cooperation of the landholder and the co-covenant holder, enhance the forest ecosystem by planting shade-tolerant native shrubs and herbs in deer exclosure areas.

Wallace Point NAPTEP Covenant was monitored by Jemma Green on July 21, 2020. The covenant was found to be in good standing. Of management concern are some well-established Scotch broom infestations, which threaten the integrity of the red-listed Garry oak - *Arbutus* plant community and the blue-listed seaside junipers, as well as Canada thistle invasion of sensitive herbaceous ecosystems. Of minor management concern are patches of Himalayan blackberry and creeping St. John's wort which threaten to encroach into the covenant area from the excluded residential area.

Recommendation: Support the landholder to manage Scotch broom and thistle when plants are in bloom but before they set seed.

Woodwinds NAPTEP Covenant was monitored by Jemma Green with Elizabeth Miles and Teija Baxter of Pender Islands Conservancy Association (the covenant co-holder) on July 20, 2020. The covenant was found to be in good standing. Management concerns identified include abundant daphne laurel in forested areas, several large Himalayan blackberry infestations, Scotch broom on rocky bluffs, and several invasive perennials on the septic field.

Recommendation: With approval from the landholder, support invasive species removal work parties led by Pender Islands Conservancy Association; prioritize removal of Scotch broom and control of Himalayan blackberry to protect a sensitive herbaceous ecosystem.

Salt Spring Island

Arthur Lineham NAPTEP Covenant was monitored by a contractor for ITC on September 14, 2020. The covenant was found to be in good standing and no management concerns were identified.

Frog Haven NAPTEP Covenant was monitored by Jemma Green with Pierre Mineau of Salt Spring Island Conservancy (covenant co-holder) and the landholders on August 4, 2020. The covenant was found to be in good standing. However, a major management concern is the dense infestation of invasive water violet (*Hottonia palustris*) in the amphibian breeding pond, which degrades habitat and threatens to spread into the Cusheon Lake watershed. Of secondary management concern are small Scotch broom and Himalayan blackberry infestations in woodland clearings, which are being managed by the landholders.

Recommendation: Work with the landholders and co-covenant holder to develop a plan for careful removal of water violet in 2021 and for ongoing management of the species.

Leader NAPTEP Covenant was monitored by Jemma Green on July 29, 2020. The covenant was found to be in good standing. Of management concern is the Scotch broom that is well-established on the coastal bluffs.

Recommendation: Support the landholder to manage Scotch broom when plants are in bloom but before they set seed.

My Whim NAPTEP Covenant was monitored by Jemma Green on July 27, 2020. The covenant was found to be in good standing. Of management concern are persistent infestations of yellow flag iris in the ponds, and Himalayan and cutleaf/evergreen blackberry on the pond margins. Scotch broom is also scattered in upland areas. *Note: For the past several years ITC has contracted a restoration professional to bring the invasive species infestations on this property under control and restore treated areas with native species; these activities will continue for 2020/21.*

Recommendation: (1) Continue to support the landholder with invasive species management in these sensitive wetland ecosystems. (2) Covenant signs are in need of replacement and additional signs should be added where unauthorized footpaths have developed.

Old Divide NAPTEP Covenant was monitored by Jemma Green with Pierre Mineau of Salt Spring Island Conservancy (covenant co-holder) and the landholder on August 4, 2020. The covenant was found to be in good standing and no management concerns were identified.

Owl's Call NAPTEP Covenant will be monitored by the landholder's contractor, a local biologist, in late 2020, as allowed by the covenant agreement. A monitoring report has been requested.

Polden NAPTEP Covenant was monitored by Jemma Green with Pierre Mineau of Salt Spring Island Conservancy (co-covenant holder) on August 4, 2020. The covenant was found to be in good standing. Of management concern are the young Scotch broom infestations in ridgetop clearings, which are being seeded by the well-established, large broom plants on the cliff immediately below.

Recommendation: Support the landholder to manage Scotch broom.

Richardson NAPTEP Covenant was monitored by Jemma Green on July 29, 2020. It was observed that the area adjacent to the driveway is being used in a manner that is not consistent with the intent of the Covenant Agreement. Two violations of the covenant agreement were identified: First, a pullout area adjacent to the driveway, which appears to have developed gradually over time, is now the site of a parked trailer. The storing of a trailer in the covenant area is a violation of Section 4.2 (c), which does not allow the Owner to "construct, build, affix or place on the Covenant Area any buildings, structures, fixtures or improvements of any kind." This could also be considered a violation of Section 7.2 (d) if the pullout area is interpreted as a widening of the driveway. Second, there was a pile of tarped shingles next to the driveway within the covenant area. This is a violation of Section 4.2(a)(v) which does not allow the landowner to "cause or allow... waste or other material foreign to the Covenant Area to be deposited in, on or under the Covenant Area." Minor management concerns include Himalayan blackberry in the early stages of invasion next to the dug pond, and a thistle infestation encroaching out of the Exclusion Area.

Recommendation: (1) Consistent with Section 6 of the Covenant Agreement, the ITC Board should direct staff to, in consultation with the co-covenant holder, issue a notice of breach to the owner setting out

particulars of the breach and the actions necessary to remedy the breach within 20 business days of receipt of the notice. (2) Encourage the owner to mow the thistle infestations within the Excluded Area, ideally when plants are at the bud stage.

Walter Bay NAPTEP Covenant was monitored by Jemma Green on August 4, 2020. A large silt pile was observed opposite the pump house on the north bank of Mawhinna Creek, which runs through the covenant area. The landholder explained that they had been clearing silt from a pool near the mouth of the riparian area for many years to maintain water levels for use as allowed under their water license. As silt deposition in the creek is likely unnaturally high due to development within the watershed, it is unclear whether silt removal and/or movement and/or deposition is a violation of the covenant agreement (Section 4.2(a)(vi), which prohibits movement, removal, or deposition of soil). Also of management concern are infestations of English holly throughout the forest; English ivy above the shore and along the riparian area; and thistle and English hawthorn in the field. *Note: For the past several years the landholder and/or ITC have contracted landscapers and restoration professionals, respectively, to bring the invasive species infestations on this property under control; these activities continue for 2020/21.*

Recommendation: (1) The covenant holders should review the water license agreement and consider whether it is (a) necessary to modify the covenant agreement to acknowledge the clearing of silt from the creek as an owner's reserved right and (b) whether dumping of silt within the covenant area should be allowed to continue. (2) Continue to manage invasive species. (3) With landholder and co-covenant holder cooperation, develop a restoration plan for the field area, which has become dominated by exotic and/or invasive species.

Wennanec NAPTEP Covenant was monitored by Jemma Green on September 1, 2020. The covenant was found to be in good standing. Of management concern are the English holly scattered throughout the forest and persistent infestations of gorse, Scotch broom, and thistles in the northeast corner of the covenant area, all of which the landholder is attempting to keep under control.



BRIEFING

To: ITC Board **For the Meeting of:** November 24, 2020
From: Staff **Date Prepared:** November 16, 2020
SUBJECT: ITC Board Training Options

PURPOSE: To seek input from the ITC Board on desired training.

BACKGROUND: The ITC Board has a training budget of \$4,000 which remains unspent. In the past the board has used this budget to attend conferences and workshops such as the following:

- [Salish Sea Ecosystem Conference](#) -
- [Land Trust Alliance of British Columbia Seminar Series](#)
- [Canada Land Summit](#)
- [Eli Mina Governance Training](#)

Staff are seeking direction regarding the ITC Board's desired training. As conference opportunities are limited, the ITC Board may wish to direct staff to look for e-learning opportunities or to contract training via webinar or digital workshop. Topics that may be of interest include:

- Species at Risk
- Governance
- First Nations Governance
- First Nations Cultural and Archaeological Sites
- Communications topics, such as working with social media, storytelling, etc.
- Communicating with Donors
- Media Relations
- Other as determined by the ITC Board

Based on direction from the ITC Board, staff will investigate training options. Staff recommend that training occur outside of board meeting times and will ideally work to coordinate something early in the New Year, if desired.

ATTACHMENT(S): None

FOLLOW-UP: Staff will follow up as directed.

Prepared By: Kate Emmings, A/Manager, Islands Trust Conservancy

To: Islands Trust Conservancy Board **For the Meeting of:** November 24, 2020
From: Staff **Date Prepared:** November 16, 2020
SUBJECT: Sustainable Investing

PURPOSE:

To provide the Islands Trust Conservancy Board (ITCB) with information related to ethical or high impact investing to assist in investment targets.

BACKGROUND:

At its meeting on October 6, 2020, the ITCB passed the following resolution:

ITC-2020-032

“that Islands Trust Conservancy Board direct staff to provide the Board with information related to ethical or high impact investing and assist in investment targets.”

The [Islands Trust Act](#) (the Act), provides general direction on how ITC monies may be invested. Section 43 states the following:

(2) Money of the trust fund must, unless it is invested under subsection (3), be deposited and kept in a financial institution.

(3) Subject to the approval of the minister, the property of the trust fund may be invested as permitted under the provisions of the Trustee Act respecting the investment of trust property by a trustee

The [Trustee Act section 15](#) speaks to investments by trustees as it relates to the Islands Trust Act section 43(3) referenced above. The ITCB references this piece of legislation in their Five-Year Plan which is sent to the Ministry for approval every five years, in accordance with section 44.1 of the Islands Trust Act.

The current [ITC Five-Year Plan](#) states the following:

The Islands Trust Conservancy routinely requests cash endowments with land conservation projects associated with development applications. The Islands Trust Conservancy invests these endowments only in accordance with the requirements of the Trustee Act for the investment of trust property by a trustee. The board ensures that it invests only in forms of property or security in which a prudent investor might invest, and which enable retrieval of the full investment if required.

The approved plan also references the [ITCB Policy 1.7, Fundraising and Donations Policy](#), which states:

(21) The Board will make all decisions respecting the investment of cash gifts and proceeds from non-cash gifts, provided that all investment of gifts will be in accordance with the provisions of the Trustee Act respecting the investment of trust property by a trustee.

Staff understand it is through this approval that the ITCB is able to hold investments in non-financial institutions such as the Victoria Foundation and at the Municipal Finance Authority (MFA), which is classified as a “public body” in the Financial Institution Act.

Outside of these investments, historical practice of the ITCB has been to follow section 43(2) of the Act and invest funds in low risk GICs held by financial institutions in line with Islands Trust investment practices. Islands Trust staff receive direction from ITC staff each year on how much to invest and what to invest in, as well as other controllable investment factors such as investment duration.

Islands Trust is limited by the [Community Charter section 183](#) in what it can invest in. As such, exploration of other investment opportunities has not been undertaken and ITC historically follows the same investing practices as the Trust, thus also staying within the community charter guidelines.

More recently, Islands Trust staff have been seeking ethical and sustainable investment opportunities to more closely align investing practices with Trust values while remaining squarely within the legislated guidelines for investing under the relevant pieces of legislation previously referenced. As part of this undertaking, staff learned about IMPACT GICs, which are an investment vehicle offered by Cash Management Group at Canaccord Genuity Group Inc. (CGI). CGI partners with financial institution across Canada to offer GICs supporting investments in organizations that clearly align themselves with the [UN's Sustainable Development Goals \(SDGs\)](#). The company obtains independent reporting on an annual basis to ensure loan activity remains in line with these objectives, which provides assurance to the Trust that funds are actually being used for ethical and sustainable purposes as indicated. In addition, lending of invested funds can be directed to more local initiatives as desired. CGI's partnering credit unions also include First Nations institutions which aligns with the desire of Trust Council and the ITCB to further reconciliation. The most recent report from CGI on results of their IMPACT GICs is attached to this briefing to provide examples of projects that loaned funds help to support.

Staff understand investment returns are also an important factor to consider in investment decisions. Prior to opening accounts with CGI, staff confirmed that IMPACT GICs offer competitive rates to other GICs available through over institutions. At the time of decision, rates offered for IMPACT GICs were higher than those offered under conventional GICs, due to the fact that many institutions were receiving significant relief funds associated with the COVID-19 pandemic, reducing the appetite of these institutions to receive additional funds to manage and lend. Many small credit unions were not in the same position, receiving less relief funds, thus creating a higher appetite to obtain funds. This resulted in greater interest rates being offered from smaller institutions. It is these smaller institutions that are most largely involved in the IMPACT GIC offering which meant higher rates for these GICs than standard.

ATTACHMENT(S):

1. IMPACT GIC June 2020 Report

FOLLOW-UP: As directed by the Board.

Prepared By: Julia Mobbs, Director, Administrative Services

Reviewed By/Date: Kate Emmings, Acting ITC Manager/November 16, 2020

IMPACT GIC

June 2020 Report



RHIZA CAPITAL: THIRD-PARTY CONFIRMATION

Rhiza Capital is a certified B-Corp based out of British Columbia's Sunshine Coast and serves as a financial intermediary acting in direct response to the challenge of financing the UN Sustainable Development Goals (SDGs). They build impact portfolios guided by the values of their investors, partners and community. Rhiza Capital's investments are directed towards local Canadian and social ventures that generate a measurable, beneficial social or environmental impact alongside a financial return.

Canaccord Genuity has engaged the services of Rhiza Capital as our third-party consultant for IMPACT GIC investment screening terms and reporting process. Rhiza Capital has reviewed and confirmed the SDG loan reports and "loan stories" meet IMPACT GIC criteria from participating credit unions (Kindred Credit Union and Sunshine Coast Credit Union) for this IMPACT GIC June 2020 Report.



About Us

CASH MANAGEMENT GROUP

Established in 1999, we proudly joined Canaccord Genuity in February 2018. Based in Vancouver, BC, our team has managed short-term cash and investments for municipalities, universities, private enterprises, publicly traded companies, and institutions for over a decade. We also offer private wealth advisory services for high-net worth individuals and families.

As the Cash Management Group expanded, so did our offering to encompass a full suite of investment services including portfolio reviews, cash flow analysis, socially responsible investment options, and more.

The Cash Management Group has developed Canada's largest GIC deposit network and we proudly work with over 45 credit unions, banks and trust companies across the country. Our priority is to protect your capital and enhance your yield through our deposit network.

Each member of our team brings unique skills that allow us to offer the superior service, advice, and performance that our clients have learned to expect.

CANACCORD GENUITY

Canaccord Genuity Inc. is a leading independent, full-service investment banking and financial services firm headquartered in Vancouver, BC. Trading on the Toronto Stock Exchange under the ticker "CF-TSX" Canaccord Genuity has a market capitalization of over \$500 million.

Since its establishment in 1950, Canaccord Genuity has been driven by an unwavering commitment to building lasting client relationships. This is achieved by generating value for individual, institutional and corporate clients through comprehensive investment solutions, brokerage services and investment banking services. We are driven by your success™.

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SUSTAINABLE DEVELOPMENT GOALS



Credit unions that receive deposits through the IMPACT GIC program lend out all their proceeds within six months. Lending activity is confirmed by the sustainable investing experts at Rhiza Capital, and investors are provided with a report that details the positive impact of their investments.

PARTICIPATING CREDIT UNIONS:



Detailed in our report is the total funds received this reporting period (December 2019 to March 2020) and featured IMPACT GIC Loan Stories.

IMPACT GIC Overview

The Cash Management Group at Canaccord Genuity launched IMPACT GICs in the fall of 2019 as part of our Socially Responsible Investment (SRI) strategy for institutional investors. We have partnered with five credit unions across Canada to offer this first-of-its-kind GIC to municipalities, post-secondary institutions and other investors.

The aim of IMPACT GICs is to let your investments make a positive impact on your environment, your community, and your backyard. Investors were looking for a way to generate a positive impact and a competitive return, and we believe this program finally allows both.

IMPACT GICs fund lending activity that is subject to a series of positive and negative screens. All loans issued by the credit unions participating in the IMPACT GIC program support local business and pursue at least one of the United Nations' Sustainable Development Goals (SDGs).

IMPACT GIC

June 2020 Report

Total IMPACT GICs deposits received: **\$2,250,000**

Total IMPACT GICs issued as SDG loans: **\$4,300,000+**

IMPACT GICs were allocated to the following credit unions as follows:



SDG Loans issued in this report and provided through loan stories by Kindred Credit Union and Sunshine Coast Credit Union met the following Sustainable Development Goals:





IMPACT GIC Loan Stories • KINDRED CREDIT UNION

Mission Thrift Stores

BFM Foundation (Canada) and Mission Thrift Stores are headquartered in Newmarket, Ontario with a network of 52 volunteer-driven retail locations across Canada.

Mission Thrift Stores' efforts are aimed at three specific areas:

- Their 52 retail locations support their communities across Canada;
- Their profits fund literacy programs in over 40 countries;
- Their sustainable business model has a positive effect on the environment.

Donations of gently used goods empower the communities surrounding Mission Thrift Stores, and there are many examples of the impact the business has on their neighbours' lives. One Mission Thrift Store partners with the

Canadian Coast Guard to provide clothing for people rescued from dire situations at sea. Some locations offer clothing through agency partners that help people get a fresh start in life, which may include those leaving abusive relationships, coming out of prison, or moving off the streets. A number of stores also partner with Indigenous support programs and refugee resettlement agencies to supply clothing and furniture to people in need of a hand.



The operation of 52 brick and mortar locations requires a strong financial partnership. After building successful relationships with credit unions in BC and Alberta, Mission Thrift Stores sought an Ontario credit union partner when they moved their head office across the country. "We heard about Kindred, and quickly learned that our missions aligns quite closely: we see things from

the same perspective," notes Steve Klassen, CEO at Mission Thrift Stores. "They understand us and our goals. As our business needs have changed, Kindred has been right there with us, including the challenges we encountered having to temporarily close stores during the COVID-19 crisis."

“

They understand us and our goals. As our business needs have changed, Kindred has been right there with us, including the challenges we encountered having to temporarily close stores during the COVID-19 crisis.

”

- Steve Klassen, CEO

Mission Thrift Stores



Kindred Credit Union reciprocates this partnership perspective. "We care deeply about our members' success," Ian Thomas, CEO adds. "When a members' business is so closely tied to the wellbeing of the community, we'll do what we can to help that business succeed. It's part of how we live out our purpose as we seek to inspire peaceful, just, and prosperous communities."

Mission Thrift Stores make a difference internationally, too. They are the fundraising arm of Bible League Canada, contributing around 60% of the organization's annual revenue. Thousands of people around the world benefit from their literacy programs each year, including children from India where many children, in particular girls, are not able to go to school. One young woman was in her late 20s when she learned to read, and today she glows with a sense of accomplishment when reading. Literacy transforms lives—in fact, it can transform entire communities.

In another area of impact, Mission Thrift Stores is proud to do its part for the environment. Thrifting encourages recycling and the reuse of goods that still have years of useful life. In alignment with Sustainable Development Goal - Sustainable Consumption, Mission Thrift Stores provide new life for tonnes of items that would otherwise go to the landfill. Adding proof to the idea that sustainability makes good business sense, one store earns thousands of dollars in compensation from the municipality for its annual contribution to waste diversion. Just like Mission's corporate colour, that's green thinking!

Witnessing their impact locally and globally, while making our world a little more sustainable, has driven Mission Thrift Stores since the beginning and continues to motivate and inspire their work today.

PowHERhouse

PowHERhouse is a 100% Indigenous-owned social impact organization that focuses on the empowerment and advancement of women, people and communities. With roots dating back to 2000, PowHERhouse is a social impact organization with a fiery passion and a driving force for change, connecting intentionally with women and people both locally and globally to lead impact powHERfully.

Charlene SanJenko, Founder and CEO of PowHERhouse, is an Indigenous leader with roots in the Splitsin tribe of the Shuswap Nation who bridges the gap in today's corporate and local communities. PowHERhouse is based out of BC's Sunshine Coast, the traditional territory of the Squamish (skwxwú7mesh) First Nations.

For over 20 years, Charlene and her team of eight women have channeled their leadership and passion for empowerment through community events, seminars and storytelling. PowHERhouse provides leadership programs to individuals and organizations, recently working with SaskPower, Hilti Tools, and Tennis Canada to provide mobilization strategy and on-the-ground implementation for equal advancement and leadership in the workplace.

Since 2013, PowHERhouse has partnered with more than 100 corporate and academic organizations and engaged with over 1800 individuals through their live leadership activation events. PowHERhouse goes beyond their in-



person events (and now digital webinars) and focuses on developing communities and unlocking a richer, more meaningful experience of life. PowHERhouse supports other organizations to further drive sustainable communities such as the DEVA (Digital Executive Virtual Assistant) Program. DEVA is Canada's first online learning program that offers training in digital literacy to remote Indigenous communities. Instead of simply supplying a community with internet, organizations like DEVA are equipping people with the necessary skills and training to foster personal growth.

Through PowHERhouse's learning programs, content creation, live leadership events, and growing impact media platform, Charlene and her team are role-modelling leadership and helping

“ Sunshine Coast Credit Union has always believed in me. They’ve based our relationship on who I am, what I’ve done (alongside my team), and the difference we’ve been able to make locally in our community. ”

- Charlene SanJenko, Founder & CEO

PowHERhouse

to share collective wisdom. Their programs such as PowHERtalks, FireCircle 2020, and GATHER. FOR. HER. are transforming women, people, and communities in Canada and globally.

An organization like PowHERhouse needs to have the support of a financial institution to allow them to do what they do. “When you are more driven by impact than dollars, many funders aren't interested,” notes Charlene SanJenko, Founder and CEO of PowHERhouse. “Sunshine Coast Credit Union has always believed in me. They’ve based our relationship on who I am, what I’ve done (alongside my team), and the difference we’ve been able to make locally in our community.” Sunshine Coast Credit Union invests in its members with roots deep in the community, to grow one successful member at a time. “Our vision is to enrich lives and community,” adds CEO Shelley McDade, “Investing in people like Charlene, in those that are aligned with this vision, extends our reach and acts as a multiplier effect within the communities we collectively serve. And all of this is made possible through the support of our 17,000+ members.”

With proceeds from the IMPACT GIC program, PowHERhouse's eight-woman team has the tools to aggressively grow their footprint into new communities in Western Canada and across North America. As their network grows, so too does their impact, helping pursue the Sustainable Development Goals of Gender Equality, Reduced Inequalities, Sustainable Cities and Communities, and Partnerships.

What's next for PowHERhouse? Charlene and her team are currently rolling out: FireCircle, an online or offline group listening and wisdom-gathering model, IMPACT; amplifying businesses ready to redirect their advertising dollars with an Impact Media campaign; and The Leader Path, a global program for women who are called to lead.

Connecting with women and people both locally and globally, PowHERhouse is a social impact organization with a fiery passion and a driving force for change.



Additional Information

For more information on IMPACT GICs, reporting, or details on the Cash Management Group's Socially Responsible Investing Strategy please visit: www.cgcashgroup.ca/socially-responsible-investment or contact our team.

Contact Us

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Disclaimer

This information is for general reporting purposes only; for more details on IMPACT GICs please contact the Cash Management Group. The information herein has been obtained from sources that Canaccord Genuity Corp. believes to be reliable. However, Canaccord Genuity Corp. does not guarantee its accuracy or completeness and is not responsible for any errors or omissions. Canaccord Genuity Corp. is not responsible for monitoring compliance with the Socially Responsible Investing (SRI) obligations outlined in this document. Canaccord Genuity Wealth Management is a division of Canaccord Genuity Corp., Member of the Canadian Investor Protection Fund. Canaccord Genuity is a member of the Canadian Investor Protection Fund and the Investment Industry Regulatory Organization of Canada (IIROC).

Use of Information

Information in this report has been obtained from participating credit unions and party(s) and is to not be altered or shared without the consent of Canaccord Genuity.



BRIEFING

To: ITC Board **For the Meeting of:** November 24, 2020
From: Staff **Date Prepared:** November 16, 2020
SUBJECT: 2021/22 Budget Update

PURPOSE: To provide an update on the discussion at the Financial Planning Committee regarding the ITC draft budget.

BACKGROUND: At its October 6, 2020 meeting, the ITC Board considered a draft 2021/22 budget (see attached) and passed the following resolutions:

ITC-2020-025

It was MOVED and SECONDED, that the Board reduce the 2021/22 budget associated with Board meeting expense by 50% to pilot a reduced in person meeting schedule.

ITC-2020-026

It was MOVED and SECONDED, that the Board increase the 2021/22 budget associated with communications and fundraising by \$7,000.

ITC-2020-027

It was MOVED and SECONDED, that the Board approve the draft 2021/22 ITC Budget as amended, with the understanding that budget items for salaries and benefits and administrative allocation will be adjusted, 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 2021/22 budget.

ITC staff provided a briefing to the Financial Planning Committee (FPC) for its October 14, 2020 meeting (attached) and assisted Islands Trust staff in drafting the following ITC budget summary to FPC, as presented in the *Budget 2021/22 : Draft 1, Version 1 Highlights briefing*, available in the [October 14 FPC Meeting Package](#).

“Islands Trust Conservancy expenses, excluding ITC staff salaries and benefits of \$588,166, amount to \$234,755 in the 2021/22 draft budget (2020/21 - \$167,000). Significant changes in this amount include:

- An increase to property management costs to account for the anticipated addition of two nature reserves and one conservation covenant (+\$5,810).***
- An increase in legal costs to account for higher rates charged by the new ITC legal counsel (+\$7,000). ITC’s former legal counsel is no longer operating.***
- A reduction in meeting expenses to account for a 50% reduction in in-person meetings due to the CoViD-19 pandemic (-\$6,925).***
- An increase to Communications and Fundraising costs to support an ITC Fund Development Plan (+\$7,000).***

Additional new programming related to Species at Risk (SAR) is planned for the 2021/22 fiscal year due to grant funding from Environment and Climate Change Canada that has been awarded to ITC.

New programming plans has resulted in the following budgeted expenses associated with new SAR work:

- *\$150,600 to cover the salaries and benefits associated with the two new ITC staff positions (see Salaries section), and offset a portion of existing staff salaries.*
- *Property management associated with SAR work, primarily for Species at Risk surveys on ITC-managed land (\$25,000);*
- *Conservation planning and land securement costs, which cover potential surveys, appraisals, and ecological inventories on proposals that may be brought forward in the year (\$15,000);*
- *Mapping of Species at Risk habitats within the Trust Area (\$5,000);*
- *Legal costs resulting from anticipated higher number of proposals received (\$3,000);*
- *Training for the new SAR coordinator (\$750);*
- *Increased travel to account for the new SAR position and the co-op student field tech (\$5,000).*

The ITC Board has passed a resolution approving their budget request which includes the items listed above. The RFD that was reviewed by the Board is included with the project business cases/funding requests in this agenda package which provides additional detail.”

At its October 14, 2020 meeting, FPC directed staff to provide additional information regarding the new staff positions and ITC staff provided a business case for consideration at the November 12 FPC Meeting (attached).

At that same meeting, FPC requested Islands Trust staff to return to their November meeting with a reduced budget of \$8.3M. To complete this exercise, all management staff at the Trust reviewed their department budgets to identify areas that could be reduced. ITC staff participated in this exercise and provided the following potential budget reductions to FPC, as summarized in the *Draft Budget 2021/22 Reduction Options* in the [November 12 FPC Meeting Package](#).

“Islands Trust Conservancy Board

Version 1 of the budget included a funding request from the ITCB totalling \$822,921 for all operations. ITC staff have reviewed this budget and proposed several possible reductions to the funding request including a \$7,000 reduction in communications, a \$2,000 reduction in board training, a \$1,050 reduction in staff training and \$550 in associated travel for a total of \$10,600 in reduced spending. These amounts have not been included in version 2 of the budget as the ITCB has not yet reviewed these staff-proposed change possibilities. Should FPC desire that ITCB conduct this exercise, it would be advisable to pass a motion requesting them to do so.”

FPC considered reduction options for the 2021/22 Islands Trust budget and has not requested that the ITC Board reduce its budget request.

ATTACHMENT(S):

1. RFD - 2021/22 ITC Budget Request, October 6, 2020
2. BRF - ITC Budget Request, October 14, 2020
3. Short-Form Business Case – Species at Risk Program Staff, November 12, 2020

FOLLOW-UP: Staff will continue to monitor the budget process as it progresses through Trust Council deliberations in December and will convey information to the ITC Board at its next meeting.

Prepared By: Kate Emmings, A/Manager, Islands Trust Conservancy

Reviewed By/Date: Julia Mobbs, Director of Administrative Services / November 17, 2020



REQUEST FOR DECISION

To: ITC Board

For the Meeting of: October 6, 2020

From: Staff

Date Prepared: September 20, 2020

SUBJECT: 2021/22 ITC Budget Request

RECOMMENDATION: That the Board approve the draft 2021/22 ITC Budget as presented 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 2021/22 budget.

1 PURPOSE: To provide the ITC Board with a proposed 2021/22 budget to assist in making a budget request to Trust Council.

2 BACKGROUND:

ITC Policy 1.6 requires that the ITC Manager prepare a proposed ITC budget for ITC Board approval. In general, the budget will see an increase of approximately \$200,000 due to an influx of funding from Environment and Climate Change Canada for a new ITC Species at Risk Program. This grant may or may not reduce the amount of required tax requisition for the ITC. Final tax requisition amount will depend on final budget needs, in particular those associated with administrative allocation and final salary/benefit numbers. The proposed budget will include funding for increased capacity, assisting the ITC to better meet the object of the Islands Trust.

The following items have been considered in the proposed ITC budget:

1. The addition of a new Species at Risk Program, including the influx of \$205,000 for program costs from Environment and Climate Change Canada. The anticipated use of these funds is detailed in Table 1 below and includes additional staff positions as follows:
 - a. A Species at Risk Program Coordinator: approximate cost of \$74,993, plus travel and training; and
 - b. A Summer Co-op position: approximate cost of \$17,343, plus travel.Both positions would be temporary positions and subject to available funding.
2. The addition of \$5,810 for property management of two new nature reserves and one new conservation covenant, plus an addition of \$450 for travel by water taxi to the Sandy Beach Nature Reserve to allow for annual monitoring. Increases to the property management budget are due to additions of ITC conservation land with an average annual maintenance cost of \$2,325/nature reserve and \$1,160/covenant. The formula used for property management is as follows and will be reevaluated on an annual basis to account for inflation costs:

Average Annual Cost	Nature Reserve	Covenant
Management Plan Renewal	\$600	
Recreation Management	\$400	
Habitat Restoration	\$675	\$675
Signage	\$65	\$65
Species/Ecosystem Inventory and Surveys	\$250	\$250
First Nations engagement and cultural site management	\$335	\$170
TOTAL	\$2,325	\$1,160

Additional Costs as determined by property:

Cost Item	Description
Travel	Water taxi requirements or added days requiring additional ferry fares or overnight stays.
Special Items	Dependent on special needs of the site. For example, dog waste collection or an increase in recreational management needs for a well-used site.
Special Start Up Costs	ITC works hard to pay for expenses associated with land securement but may in some instances require additional budget for costs anticipated to be in excess of its current budget. For example, the current property management budget anticipates signage and management planning needs for one new nature reserve each year. If the ITC were to take on multiple nature reserves in a given year, it may need to request additional budget.

3. An increase in the ITC legal budget to an amount consistent with prior years. The ITC legal budget was reduced from \$15,000 in 2019/20 to \$8,000 in 2020/21. At the beginning of the 2020/21 fiscal year, ITC changed legal counsel and legal costs have increased. ITC staff anticipate the legal expenses for the 2020/21 fiscal year will exceed \$15,000 and are recommending that the legal budget return to its prior amount and include an additional amount of \$3,000 for the Species at Risk Program as noted in item 1 above.
4. The assumption that the CoViD-19 pandemic will not affect staff and board travel and meeting expenses. As the final budget approval gets closer, the ITC Manager, in collaboration with the Director of Administrative Services, will reassess the status of the pandemic and its effect on ITC budgets. The ITC Board may wish to discuss its wishes with respect to continued use of electronic meetings as a means of keeping costs lower.

Table 1. Proposed 2021/22 ITC Budget. Final numbers may alter, particularly as salaries/ benefits are finalized and administrative allocations are calculated.

Fiscal Year	2021/22		2020/21
Budget Item	ITC Budget	SAR Program funds*	
Salaries and Benefits	570,128	133,257	508,555
Communications	13,000		13,000
Board Honoraria	6,600		6,600
Board Meeting Expense	13,850		13,850
Board Training and Conferences	4,000		4,000
Property Management	102,810	25,000	72,000
Conservation Planning and Land Securement	30,000	15,000	15,000
Ecosystem Mapping	20,000	5,000	15,000
Legal	18,000	3,000	8,000
Mobile Devices	2,400		2,400
Training and Conferences	5,250	750	4,169
Travel for Training	2,750		2,750
Travel	15,950	5,000	6,245
Photo Management	-		2,750
Summer Co-op Student	17,343	17,343	
TOTAL Direct ITC Costs	822,081	204,350	674,319
Admin Allocation	271,128	650	217,060
TOTAL	1,093,209	205,000	891,379
Funded by SAR monies	(205,000)		-
Total for Tax Requisition	888,208		891,379

* SAR Program budget amounts may change during the negotiation of the Contribution Agreement with Environment and Climate Change Canada. The amounts presented in this budget are an approximation. The total grant of \$205,000 will remain the same.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: If the budget is approved by Trust Council it will form the basis for the ITC work program in 2021/22. The influx of funding from Environment and Climate Change Canada will increase the work program of the ITC and require new staff positions and contractors among other expenses.

FINANCIAL: None.

POLICY: None. The Board may wish to revise its meeting procedure bylaw if it elects to allow for fully electronic meetings on a permanent basis.

IMPLEMENTATION/COMMUNICATIONS: The ITC Manager will provide the ITC budget request to the Director of Trust Area Service and the Director of Administrative Services at the Islands Trust with explanatory notes for the requested changes. The Director of Administrative Services will prepare the budget for review by the Financial Planning Committee and approval by Trust Council. The ITC Chair may make representations to the Financial Planning Committee regarding the ITC budget request.

FIRST NATIONS: The budget includes funds for archaeological assessments and funds to engage First Nations knowledge holders, particularly to assist staff in assessing conservation proposals and in land management.

CLIMATE CHANGE: The budget increases anticipate an increase in travel which will increase the carbon emissions of the ITC work. It is hoped that these emissions will be balanced by an increase in habitat conservation which will result in ensured carbon storage and sequestration. At this time, staff are not able to predict these tradeoffs in a meaningful way.

OTHER: At its May 2019 meeting, the ITC Board passed the following resolution:

ITC-2020-011

It was MOVED and SECONDED, that Islands Trust Conservancy Board direct staff to prepare a budget request for the 2021-2022 fiscal year for a report with options and recommendations for managing wildfire risks on ITC conservation properties.

Staff are exploring a memorandum of understanding with the Martin Conservation Decisions Lab (CDL) at the University of British Columbia and believe that this need may be met through work with the CDL and that existing budgets will be sufficient for the desired report. If this understanding should change, budget requests can be altered up to early March 2021.

- 4 **RELEVANT POLICY(S):**
[ITC Policy 1.6: Annual Budget Submissions Policy](#)
[Islands Trust Policy 6.3.1: Budget Process](#)

- 5 **ATTACHMENT(S):** None.

RESPONSE OPTIONS

Recommendation: That the Board approve the draft 2021/22 ITC Budget as presented 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 2021/22 budget.

Alternative: That the Board approve the 2021/22 ITC Budget as presented with the following amendments:

- *[insert amendments]*

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 2021/22 budget.

Prepared By: Kate Emmings, A/Manager

Reviewed By/Date: Clare Frater, Director, Trust Area Services / September 21, 2020



BRIEFING

To: Financial Planning Committee

For the Meeting of: October 14, 2020

From: Staff

Date Prepared: October 8, 2020

SUBJECT: ITC Budget Request

PURPOSE: to provide background to Financial Planning Committee (FPC) for the Islands Trust Conservancy (ITC) budget request.

BACKGROUND: At its October 6, 2020, the ITC Board reviewed a proposed budget request and passed the following resolutions:

- 1) That the Board reduce the 2021/22 budget associated with Board meeting expense by 50% to pilot a reduced in person meeting schedule.
- 2) That the Board increase the 2021/22 budget associated with communications and fundraising by \$7,000.
- 3) That the Board approve the draft 2021/22 ITC Budget as amended, with the understanding that budget items for salaries and benefits and administrative allocation will be adjusted, 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 2021/22 budget.

A significant component of the 2021/22 ITC Budget will include a \$205,000 grant through Environment and Climate Change Canada. This grant is to be used for a new ITC Species at Risk Program and the 2021/22 budget has been adjusted to accommodate both this income and the related expenses.

ATTACHMENT(S): 2021/22 ITC Budget Request RFD, provided at October 6, 2020 ITC Board Meeting

FOLLOW-UP: Staff will forward FPC requests or recommendations to the ITC Board for follow up.

Prepared By: Kate Emmings, A/ITC Manager



Budget Funding Request Short-Form Business Case

Initiated by: Kate Emmings A/Manager, Islands Trust Conservancy	Budget Source (select all that apply): ☐ Specific Project Funding ☐ Third Party Contractors ☐ Staff Travel Expense ☐ Staff Overtime Expense ☐ New Staff Member (Program) ☐ Computer Hardware/Software ☐ Furniture & Equipment ☐ Computer Hardware/Software ☒ New Staff Resources (see Staff Costing Tool) ☐ Permanent ☒ Temporary Temp Duration: __2021/22 – 2022/23_____ ☐ Other – please describe: _____
Business Area: Islands Trust Conservancy	
Name of Request: Species at Risk Program Staff Budget Amount: \$114,215 Source: Environment and Climate Change Canada Grant Funds	
Date initiated: October 6, 2020 (by ITC Board)	Date required: April 1, 2020
BACKGROUND: The ITC has received funding for a Species at Risk (SAR) Program through Environment and Climate Change Canada (ECCC) in the amount of \$597,000 to be delivered over three fiscal years (2020/21, 2021/22, 2022/23). The ITC requires extra staff capacity to deliver the SAR Program (see Problem Statement/Objectives, below). At its October 6, 2020 meeting the ITC Board approved a budget which was submitted to FPC that included two new staff positions to assist with this new program: a SAR Program Coordinator and an ITC Co-op Student position. ITC-2020-027 <i>It was MOVED and SECONDED, that the Board approve the draft 2021/22 ITC Budget as amended, with the understanding that budget items for salaries and benefits and administrative allocation will be adjusted, 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 2021/22 budget.</i> The budget request was submitted to FPC at its October 14, 2020 meeting. After consideration of the submitted budget, FPC requested “an amendment... to the information provided in regards to the ITC staff.” ITC staff have provided a budget case to meet this request. The ITC Board has not considered the budget case, but will receive it for information by email and at their next meeting on November 24, 2020.	
PROBLEM STATEMENT/OBJECTIVES: ITC has signed a contribution agreement with ECCC committing to deliver on a SAR Program. The current complement of ITC staff cannot deliver on current work programs and add a new SAR Program. ITC needs to increase its staff capacity to deliver on its commitment to ECCC.	

PROJECTED RESULTS/DELIVERABLES: ITC will deliver a SAR Program that will include:

- Conducting surveys and monitoring
- Restoring critical habitat
- Providing outreach materials and events
- Assisting landowners who wish to protect species at risk on their land
- Engaging and working with First Nations

The SAR Program Staff will be responsible for the Program as follows:

- SAR Program Coordinator: will coordinate all aspects of the SAR Program and will assist with the preparation of annual reporting to ECCC. This is a full time position and is anticipated to begin in Q4 of the 2020/21 fiscal year. This business case is a request to continue the position over two fiscal years.
- ITC Co-op Student: will assist ITC staff with surveys and monitoring related to the SAR Program. This position will be from May to August each year (2021/22, 2022/23).

Both positions may be continued if SAR funding is renewed.

ALTERNATIVES CONSIDERED: ITC staff considered contract options for these two positions, but felt that it was important to have the positions integrated into the ITC team to more easily coordinate with existing staff. The ITC Co-op position will also be working closely to assist the Property Management Specialist and the Covenant Management and Outreach Coordinator with fieldwork over the summer and is more reasonably an in-house position for supervision purposes.

CRITICAL SUCCESS FACTORS (List):

- Timely development of job descriptions and suitable job classification
- Timely hiring process (we hope to hire the SAR Program Coordinator late in the 2020/21 fiscal year, subject to CAO approval, grant funds will be used to pay costs)
- Appropriate skill sets and ability of new staff to quickly come up to speed on ITC work

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION: Clear communication with the ITC Team and integration of the new roles into the Team is essential. ITC Manager position responsibilities will be expanded to include supervision of the additional staff. Coordination with Administrative Services to track and allocate staff costs to the ECCC grant funding is also important. New staff will also require appropriate training and this may need to happen in a remote work environment. The ITC Manager will work with Administrative Services to coordinate a smooth transition.

BENEFIT/COST ANALYSIS SUMMARY:

Quantitative Analysis: Total cost of the additional staff positions is expected to be \$115,886, with a possible reduction should the SAR Program Coordinator position not be classified at the anticipated level or should the successful candidate be hired at a lower grid level.

SAR Program Coordinator:

Summary for Business Case Insertion

Salary + Benefits (Grid 5)	\$	87,055
Travel	\$	1,000
Cell Phone	\$	650
Computer – Laptop	\$	2,750
Training	\$	500

TOTAL COST OF NEW POSITION in 1st year	\$	91,955
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ITC Co-op Student:

Summary for Business Case Insertion

Salary + Benefits	\$	15,954
Potential Pacific Leaders Expense	\$	1,254
Travel	\$	3,252
Cell Phone	\$	-
Computer – Desktop	\$	1,800
Training	\$	-
TOTAL COST OF NEW POSITION in 1st year	\$	22,260

Qualitative Analysis: There will be added benefits for existing staff who will gain support from the SAR Program Coordinator to assist them with components of their jobs that include species at risk work. Property management staff will also benefit from the ITC Co-op Student for their annual monitoring program and species at risk property management work. The addition of an ITC Co-op Student position may also help with ongoing recruitment of staff for ITC into the future. Co-op students have been hired in other units of the Islands Trust in recent years.

RECOMMENDED DECISION: Approve the creation of two temporary positions, the SAR Program Coordinator and the ITC Co-op Student, with funding provided by grant funds from ECCC.

PURCHASING PROCEDURE: Recruitment as per Islands Trust recruitment policy.

Kate Emmings, A/Manager, ITC

Initiator

October 26, 2020

Date

Clare Frater, Director, Trust Area Services

Director/CAO

October 26, 2020

Date



October 14, 2020

Graham Wells

Emailed to Graham.Wells@gov.bc.ca

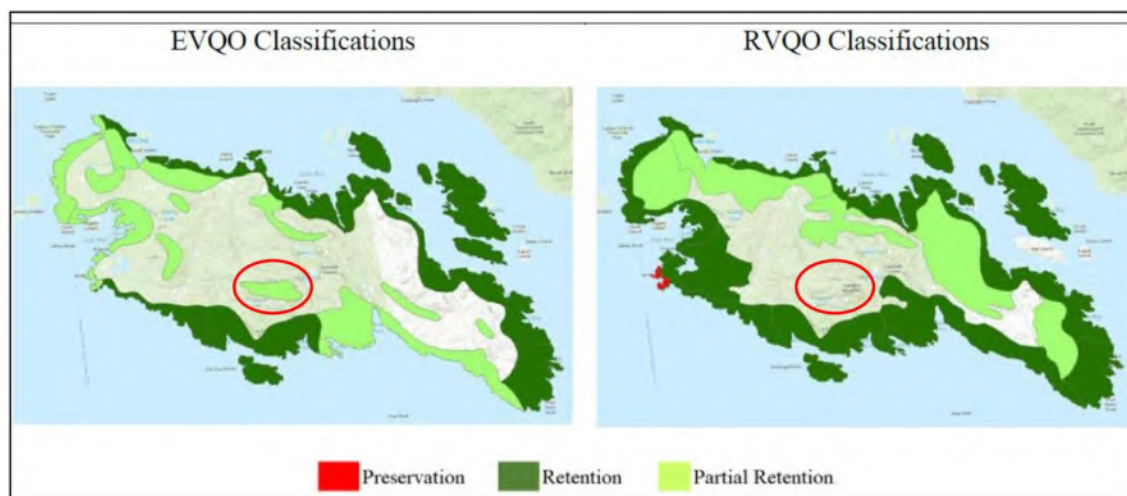
Senior Licensed Authorizations Officer,
South Island Natural Resource District
4885 Cherry Creek Road Port Alberni, BC V9Y 8E9

Dear Graham Wells,

Re: Proposed VQOs for Lasqueti Island

Thank you for the opportunity to comment on the visual quality objectives (VQOs) amendments on Lasqueti Island through the new Government Action Regulation (GAR) order that is in development. The Islands Trust Conservancy manages four nature reserves on Lasqueti including the summit of Mount Trematon. Mount Trematon is the highest point on Lasqueti Island and a hiking trail on the nature reserve leads to panoramic views over all of the Island and beyond. This view has not been considered in the current analysis and neither has the prominent feature that Mount Trematon makes in the landscape. It can be viewed from many areas on Lasqueti Island, and from the water, including from the ferry route.

The changes in the VQO classifications overall may result in more hectares of Lasqueti retained but they also remove the polygon (see map below) that includes Mt Trematon from the Partial Retention-classified area in the Existing VQO (EVQO) to a no-classification area in the Recommended VQO (RVQO). If any changes are to be made we would recommend upgrading this polygon in size to include the sensitive polygons that are viewed from the Mount Trematon summit and of Mount Trematon from afar. In addition an upgrade in classification to Preservation would ensure scenic quality expectations are met.



Thank you for taking the time to review this feedback.

Yours truly,

K. Emmings

Kate Emmings
A/Manager Islands Trust Conservancy
kemmings@islandstrust.bc.ca
250-405-5191

Cc: Lasqueti Island Local Trust Committee
Islands Trust Executive Committee
Coastal Douglas-fir and Associated Ecosystems Conservation Partnership



Public Acquisitions Update November 24, 2020

Property Name and Island	Date (yyyy/mm/dd)	Notes
PUBLICLY CONSIDERED PRIVATE LAND ACQUISITIONS		
Crystal Mountain (Galiano) 18.3 ha.	2017/11/21	ITF has 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.
	2018/03/01	Contacted by CMS re: next steps, and confirmed importance of having preliminary survey completed, and ensuring proposed layout is registrable.
	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. The revised proposal is consistent with the conservation proposal submitted to the ITC Board.



Public Acquisitions Update November 24, 2020

Sandy Beach (Area E) (Keats) 3.3 ha.	2014/09/18	It was MOVED and SECONDED, that the Trust Fund Board approve the conservation proposal submitted by the Convention of Baptist Churches of British Columbia to transfer Area E (Sandy Beach), approximately 3.3 hectares of DL 696, Group 1 NWD, Keats Island (PID: 014-385-694) to the Trust Fund Board for protection as a nature reserve.
	2015/03/02	Consultant has indicated that the landowners would like a covenant registered on the land at the time of transfer. ITC has approached Gambier Island Conservancy (GIC) and Sunshine Coast Conservation Association (SCCA). GIC has declined, but SCCA is potentially interested.
	2015/05/07	SCCA agrees to hold covenant; suggests TLC as a co-holder as they have worked together before.
	2015/08/18	Draft conservation covenant provided to ITC staff for review.
	2015/08/26	Edits to covenant provided to applicant and covenant holders for review.
	2015/12/15	Comments on covenant draft received from TLC.
	2015/01/12	Covenant revised with TLC edits and returned to TLC and SCCA for comment. TLC is happy with the draft. SCCA has sent the covenant for legal review, still awaiting SCCA comments.
	2016/02/10	SCCA comments received.
	2016/03/04	ITF responded to SCCA edits. SCCA reviewing with lawyer.
	2016/04/11	Requested that landowner contract development of baseline report for covenant.
	2016/06/05	SCCA comments received for covenant.
	2016/10/05	Draft 3 covenant sent to covenant holders for review. TLC and SCCA have agreed to the draft.
	2016/02/10	Draft Bylaws for DL 696 received.
	2017/03/02	Covenant sent for legal review.
	2017/04/13	Revised covenant draft sent to TLC and SCCA. Comments received from both agencies.
	2017/08/31	Edits made to covenant and reviewed by legal. Draft 5 sent to TLC and SCCA for review. TLC has no further comment; awaiting SCCA comment. Both TLC and SCCA have requested a site visit.
	2017/09/07	Draft baseline report received from the applicant.
	2017/10/24	Feedback on baseline report submitted to applicant and revisions requested.
	2018/03/13	Email from Island Planner indicates that the rezoning application will move to a community information meeting and public hearing for bylaw 143 on April 18, 2018. The Island Planner has requested that the applicant contact ITC staff regarding requirements for land transfer and covenant prior to April 18.
	2018/04/24	Notice received from GM Planner that GM LTC gave third reading to Proposed Bylaw No. 143 and that applicant is now finalizing plans to subdivide/transfer the Sandy Beach Nature Reserve.
	2018/05/28	Site visit with ITC staff, trustees & SCCA



Public Acquisitions Update November 24, 2020

Sandy Beach (Cont.)	2018/06/14	Staff requested applicant provide legal access to Sandy Beach through private land from the proposed Sandy Beach Nature Reserve (to utilize existing trail).
	2018/07/19	Next draft of baseline received and provided to covenant holders for feedback.
	2018/08/01	Applicant confirms that they are willing to provide a Statutory Right of Way for Sandy Beach access.
	2018/08/28	Baseline report feedback provided to applicant and biologist for review and revision.
	2018/09/12	ITC lawyer drafting Statutory Right of Way.
	2019/01/04	Applicant's biologist revised draft baseline report. Forwarded baseline to covenant holder for review.
	2019/02/22	Statutory Right of Way reviewed by legal council and forwarded to covenant holder for review
	2019/04/08	Applicant advised Statutory Right of Way and Survey are pending review by their legal council
	2019/05/10	Applicant attended the site with TLC staff and subsequently advised there may be an existing trail that provides access to the beach and a Statutory Right of Way may not be required.
	2019/05/21	Staff from TLC confirmed the viability of the trail, but could not confirm if the trail is on the proposed nature reserve or on the adjacent hydro right of way.
	2019/06/18	The applicant was requested to confirm the location of the recently identified trail, and if possible to identify the trail on the pending land survey.
	2019/07/05	The applicant asked the surveyors to include the location of the trail and has provided pictures of the trail.
	2019/11/18	Received survey from the Applicant. Also notified that a new trail has been developed to access the beach within the proposed Sandy Beach Nature Reserve.
	2019/11/20	Received a draft Transfer Agreement from the applicant.
	2019/12/19	Met on site with applicant to review the location of the newly developed beach access trail.
	2019/12/30	Transfer Agreement reviewed and sent for legal advice. Issues identified with charges registered on the land title and the applicant notified of concerns.
	2020/01/08	Legal review of Transfer Agreement completed and edits provided to the Applicant.
	2020/01/21	Applicant has requested a meeting to go over edits to the Transfer agreement, response sent Jan 28. Ongoing communications occurring regarding the agreement and charges on the land title.
	2020/04/23	ITC Staff begin a conversation with BC Hydro regarding removal of BC Hydro Statutory Rights of Way.
	2020/06/04	Staff met with applicant by conference call to discuss outstanding Transfer Agreement issues.
	2020/06/24	BC Hydro staff respond with information about mechanisms for discharge of existing Statutory Rights of Way and reregistration of a revised Statutory Right of Way.
	2020/06/29	Final agreement reached on the Transfer Agreement. ITC staff to add it to the July ITC meeting agenda. Agreement from all parties to finalize the conservation covenant within a year of transferring the land.



Public Acquisitions Update November 24, 2020

Sandy Beach (Cont.)	2020/07/06	Staff respond to BC Hydro process regarding Statutory Rights of Way and request further information from the landowners regarding cost recovery for required surveys and fees.
	2020/07/14	ITC-2020-018 It was MOVED and SECONDED, that the Islands Trust Conservancy Board direct the Chair to sign the Transfer Agreement, between the Convention of Baptist Churches of British Columbia and the Islands Trust Conservancy, dated July 14, 2020, for the land identified as Lot 1 on Subdivision Plan EPP89532 and that the Islands Trust Conservancy Board direct staff to bring recommendations to the Board regarding the use of the \$12,000 contribution from the Convention of Baptist Churches.
	2020/09/16	Applicant is awaiting subdivision approval from Minsitry of Transportation and Infrastructure which is required to transfer the land to the ITC. The approving officer is away until September 21.
	2020/10/21	Applicant submitted all required documents to the Lands Titles Office for registration.
Current Total ITC Acquisitions:		29 (note Valens Brook Nature Reserve is 2 parcels, but counted as 1 Nature Reserve)



ISLANDS TRUST CONSERVANCY

PUBLIC COVENANTS UPDATE November 24, 2020

Property Name and Island	Date (yyyy/mm/dd)	Notes
NAPTEP COVENANTS		
<i>25 NAPTEP Covenants on title, 2 current applications.</i>		
Moss Mountain Covenant (Proposed) Salt Spring Island (45 ha)	2020/09/10	Application received.
R Leader Covenant (Proposed) Salt Spring Island (3.54 ha)	2020/06/16	Application received
REGULAR COVENANTS UPDATE		
<i>(51 regular covenants on title, 1 regular public covenants in progress, 3 in-camera covenants in progress.)</i>		
Brooks Point Covenant South Pender Island (1.17 ha, 6.02 ha if combined with surrounding covenants)	2014/03/23	It was MOVED and SECONDED, that the Trust Fund Board agrees to hold a covenant on the 2010 addition to Brooks Point Regional Park, South Pender Island, subject to agreement on the terms of the covenant and a satisfactory baseline report, and directs staff to continue working with CRD Parks and partners to determine the best way to covenant the three protected areas at Gowlland and Brooks Points.
	2014/04/08	Staff provide CRD staff with a template covenant for review.
	2014/04/15	Staff met with partners to discuss combining covenants for the Brooks Point and Gowlland Point properties.
	2014/05/22	Covenant Draft 1 sent to PICA, Friends of Brooks Point, HAT and CRD.
	2014/08/01	CRD response to Covenant Draft 1 received.
	2014/08/19	ITC/HAT/PICA express concerns to CRD with respect to Management Plan approval and other selected clauses.
	2014/08/20	Baseline Report completed.
	2014/08/22	CRD respond to ITC/HAT/PICA concerns.
	2014/09/17	ITF/HAT/PICA response re draft covenant sent to CRD.
	2014/10/08	Kate Emmings appointed to the Brooks Point Management Plan advisory group by the CRD.



PUBLIC COVENANTS UPDATE November 24, 2020

Property Name and Island	Date (yyyy/mm/dd)	Notes
	2014/10/16	ITF staff attended CRD Parks Open House for public review of the Brooks Point Management Plan update.
	2014/12/03	CRD submit revised covenant draft to ITC and HAT.
	2014/12/10	CRD Board approves revised Management Plan.
	2014/12/12	Covenant sent to legal counsel for review.
	2014/12/18	Covenant revisions and comments sent to CRD.
	2015/07/29	Met with the CRD to discuss the covenant. There are several unresolved clauses.
	2015/08/28	Met with PICA and HAT. Agreed that we were at an impasse and required more direction from PICA.
	2015/09/02	CRD returned a covenant draft for review, staff are concerned with several clauses, including the strength of restrictions and the enforcement mechanisms.
	2015/09/09	Staff provided a briefing to PICA requesting info about the type of covenant contemplated. Staff updated the CRD that a response to the covenant draft would be post-poned until further information is available from PICA.
	2015/09/24	Staff met with HAT, Friends of Brooks Point (Paul Petrie) and the CRD to discuss covenant concerns. CRD staff agreed to revise covenant and circulate.
	2015/10/28	Staff met with HAT and CRD staff to review revised covenant draft and CRD will do further revision and circulate.
	2015/12/18	CRD Staff provided revised covenant.
	2016/01/25	ITF/HAT responded to CRD revisions.
	2016/07/15	CRD Staff provide a revised version of the covenant for further review.
	2016/08/16	HAT/ITF/CRD staff meet to discuss CRD edits. HAT/ITC agree to add definition regarding the permitted activities and will forward legal edits. CRD to re-approach NCC and TLC regarding process for discharge of prior covenants.
	2016/11/28	ITF/HAT forwarded the draft list of restricted and permitted uses for CRD review.
	2016/01/11	CRD response received, ITF/HAT to forward revised covenant draft for CRD review. Conversations ongoing regarding details.
	2017/09/07	Brooks Point covenant revised and reviewed by ITF legal and HAT.
	2017/09/21	Revised Brooks Point covenant sent to CRD Parks for review
	2018/06/14	Revised covenant received from the CRD, currently under review.
	2018/07/06	Legal review of covenant identifies ongoing concerns.
	2018/07/31	CRD notified of ITC covenant concerns and meeting of all parties with legal representatives requested.
	2019/05/01	ITC provided reviewed covenant to CRD with a request to meet with all parties and legal counsel.



ISLANDS TRUST CONSERVANCY

PUBLIC COVENANTS UPDATE November 24, 2020

Property Name and Island	Date (yyyy/mm/dd)	Notes
Earl Batista Covenant Salt Spring Island Property size: (0.85 Ha) (previously 200 Collins Rd)	2019/07/16	It was moved and seconded that the Islands Trust Conservancy Board approve the conservation proposal submitted by Jordan Litke on behalf of Manuel and Cythia Batista, approximately 0.85 ha on Collins Road, Salt Spring Island: PID 009-595-694, Section 3, Range 2 West, North Salt Spring Island, Cowichan District, Except part in plan 3985, subject to the removal of any vehicles or equipment that are located in the covenant area.
	2019/07/25	Staff provided applicant with a covenant template for review.
	2019/08/27	Development Variance Permit approved by Salt Spring Local Trust Committee
	2019/10/01	Comments received on Draft 1 of the covenant.
	2019/10/04	Draft 2 of the covenant sent to Applicant for review.
	2019/11/05	Baseline Report received. Comments provided Nov. 7, 2019.
	2019/11/25	Revised, Final Baseline Report received.
	2019/12/16	Phone call with landholder regarding covenant terms.
	2020/01/20	Continuing discussion regarding landholder's concerns with the terms and definitions in the covenant.
	2020/03/12	Land holder has decided to go ahead with the covenant as drafted. Staff is awaiting final survey and then will proceed with legal review.
	2020/03/31	Survey plan of covenant area received.
	2020/03/21	Draft covenant updated and sent for legal review.
	2020/06/18	Staff and legal agree on final covenant draft, sent to applicant for review. Applicant confirms that they would like to call this the 'Earl Batista Covenant'.
	2020/06/25	ITC staff and applicant agree on final covenant. Covenant provided to ITC Board for approval, July 14.
	2020/07/14	ITC Board approved signing covenant upon confirmation that garbage noted in the Baseline Report had been removed from the covenant area, and corollary updating of Baseline Report.
	2020/07/29	Landowner indicated that garbage had been removed and staff agreed to conduct site visit to confirm.
	2020/08/21	EPS and CMOS visited the property and found that the boundary lines had been misinterpreted by the landowner, and the garbage (abandoned tent camp) remains in the covenant area. Landowner will now coordinate removal, and confirmation / updated Baseline Report using independent contractor.
	2020/09/15	Landowner sent photos of garbage being removed, EPS confirmed that condition has now been met.



PUBLIC COVENANTS UPDATE November 24, 2020

Property Name and Island	Date (yyyy/mm/dd)	Notes
	2020/09/30	Updated baseline report, sent final covenant draft to landowner's agent; discussion about order of registration and whether old charges will be discharged from title upon subdivision.
	2020/10/21	Confirmed with landowner's agent that all is complete from ITC perspective, and we do not require undertaking to secure covenant registration after subdivision registration.
ITC NATURE RESERVES WITH COVENANTS OUTSTANDING		
<i>22 Nature Reserves have covenants, 6 Nature Reserves are without covenants, 2 ITC Nature Reserve covenants in progress.</i>		
Sandy Beach Nature Reserve (Proposed) Keats Island (3.3 ha.)	2017/01/10	ITC staff are currently negotiating a conservation covenant concurrently with the Sandy Beach Conservation Proposal (see Public Acquisitions Updates).
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	First draft of 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.
	2019/03/11	Contractor and ITC complete ThINC and CCLT's requested revisions to management plan and baseline report. The baseline report will be finalized once the trail is relocated.
	2019/03/19	ITC consults with Islands Trust's Senior Intergovernmental Policy Advisor on opportunities to introduce First Nations content throughout management plan.
	2019/03/20	Further revisions completed by ITC and contractor to address additional edits from ThINC.
	2019/05/08	ITC completes addition of First Nations content throughout management plan and content is reviewed by Islands Trust's Senior Intergovernmental Policy Advisor.
	2019/05/12	Contractor approves First Nations content added to management plan by ITC.



PUBLIC COVENANTS UPDATE November 24, 2020

Property Name and Island	Date (yyyy/mm/dd)	Notes
Fairyslipper Forest Nature Reserve (Cont.)	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. Staff posted Management Plan to the website.
	2020/02/03	Trail recolonization 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.
	2020/05/08	ThINC informed ITC that the trail license is not proceeding.
	2020/05/26	ITC Board directs staff to work with ThINC on an appropriate trail access.
	2020/07/14	Landowner signs Trail Licence Agreement with TIRRA (Thetis Island Residents and Ratepayers Association). Staff continues to work with owner to develop permanent legal access.
Total	76 covenants registered	

Islands Trust Conservancy Expenditure Tracking 2020-2021

GL	Description	Budget	Revenue	Total Available	Spent	Remaining	% Remaining	Additional Committed Funds
54500-210	Communications	\$ 13,000		\$ 13,000	\$4,175	\$ 8,825	68%	\$ 2,464
61100-210	Board Honoraria	\$ 6,600		\$ 6,600	\$2,000	\$ 4,600	70%	\$ 2,700
61200-210	Board Meeting Expense	\$ 13,850		\$ 13,850	\$11	\$ 13,839	100%	
61210-210	Board Training & Conferences	\$ 4,000		\$ 4,000		\$ 4,000	100%	
61300-210	Property Management	\$ 72,000		\$ 72,000	\$4,954	\$ 67,046	93%	\$ 19,179
61500-210	Cons Planning / Land Securement	\$ 15,000		\$ 15,000	\$1,170	\$ 13,830	92%	\$ 9,000
63000-210	Legal	\$ 8,000		\$ 8,000	\$10,319	\$ (2,319)	-29%	\$ 9,533
61600-210	Ecosystem Mapping	\$ 15,000		\$ 15,000		\$ 15,000	100%	
73001-210-8040	Photo Management	\$ 2,750		\$ 2,750	\$894	\$ 1,856	67%	
80300-210	Mobile Devices	\$ 2,400		\$ 2,400	\$1,284	\$ 1,116	46%	\$ 1,400
81300-210	Training & Conferences	\$ 4,168		\$ 4,168	\$1,019	\$ 3,149	76%	\$165
81305-210	Travel for Training	\$ 2,750		\$ 2,750	\$20	\$ 2,730	99%	\$ 300
82300-210	Travel	\$ 6,245		\$ 6,245	\$4,361	\$ 1,884	30%	\$ 629
8053	Species at Risk Program	\$ 187,000		\$ 187,000	\$37,980	\$ 149,020	80%	\$ 32,261
		\$ 352,763	\$ -	\$ 352,763	\$ 68,187	\$ 284,576	81%	\$ 77,630
Restricted Funds		Opening Balance						
	Alton Maintenance Account	\$ 91,665.57	\$ 11,505	\$ 103,170	\$ 558	\$ 102,612		\$ 425
	Ruby Alton Endowment Fund	\$ 125,191	\$ 13,479	\$ 138,670		\$ 138,670		
	Opportunity Fund	\$ 23,974	\$ 422	\$ 24,397	\$ 3,514	\$ 20,883		\$ 10,000
	Covenant Mgmt and Defence Fund	\$ 111,786	\$ 1,001	\$ 112,787		\$ 112,787		
	Lasqueti Island Acq Fund	\$ 33,069	\$ 191	\$ 33,261		\$ 33,261		
	Gambier Island Acq Fund	\$ 124,243	\$ 4,981	\$ 129,223		\$ 129,223		
	Morrison Waxler Legacy Fund	\$ 20,262	\$ 15	\$ 20,277		\$ 20,277		
	Thetis Island Acq Fund	\$ 1,293	\$ 1	\$ 1,294		\$ 1,294		
	McFadden Creek	\$ 23,628	\$ 18	\$ 23,646	\$25.00	\$ 23,621		

Updated: November 16, 2020



New Species at Risk Program!

Injection of \$597,000 to
protect threatened species
in the Islands Trust area *p. 2*



ALSO IN THIS ISSUE

Climate Change Projections Report
Response to COVID-19

The Opportunity Fund

Linda Adams'
Islands Trust journey

Infusion of Species at Risk funding

What does this mean for the islands we all love?

Environment and Climate Change Canada has invested \$597,000 in Islands Trust Conservancy’s new Species at Risk Program, enabling increased efforts in protecting species at risk on islands in the Salish Sea.

- Do you know about the range of species where you live? And which of those might be at-risk species? We will be conducting surveys and monitoring.
- Can the land you live on support at-risk species, with a bit of help? We will be working to restore critical habitat.
- Do you need more information to better consider how you can contribute? We will be providing information,

- hosting events, and assisting if you wish to protect species at risk where you live.
- Indigenous Knowledge Holders and Traditional Ecological Knowledge Holders have understanding passed down over 10,000 years about how to live and care for the lands and waters. We want to work with Knowledge Holders to support species at risk, now and into the future.

While these funds are not for land purchase, they can be used for costs associated with land purchases. Funding will run until March 23, 2023.

For more information, contact Kate Emmings, Manager, kemmings@islandstrust.bc.ca

This project was undertaken with the financial support of:
Ce projet a été réalisé avec l'appui financier de :

 Environment and Climate Change Canada

 Environnement et Changement climatique Canada

Below: Great Blue Heron are blue-listed, and **Cover:** Barn swallows are a red-listed species at risk in B.C. PHOTOS: KRISTINE MAYES.



Acknowledgement

Islands Trust Conservancy acknowledges that we work within the treaty lands and territories of the BOKEĆEN, Cowichan Tribes, Halalt, Homalco, K’ómoks, Klahoose, Ts’uubaa-asatx, Lək’wəŋən (SXIMELEE, Songhees, T’Sou-ke), Lyackson, MÁLEXEL, Penelakut, Qualicum, Scia’new, səliłwətaʔt, SEMYOME, shíshálh, Snaw-naw-as, Snuneymuxw, Skwxwú7mesh, STÁUTW, Stz’uminus, Tla’amin, scəw’aθən məsteyəxʷ, We Wai Kai, Wei Wai Kum, WJOLELP, WSIKEM and xʷməθkʷəy̓əm.

Canoe detail. PHOTO: LISA WILCOX

Conservation fieldwork just wasn’t the same this year

We missed you all!

Islands Trust Conservancy fieldwork was very different this year.

Due to the COVID-19 pandemic, work in the islands was postponed for several months out of respect for the communities who asked off-islanders to stay away to prevent virus transmission.

Spring and summer are typically busy seasons of fieldwork: visiting prospective conservation lands, monitoring nature reserves and conservation covenants on private land. Each year we look forward to this fieldwork to reconnect with the land and the local conservancies and private landholders that we partner with to protect it.

When it was considered safe to do so, staff cautiously resumed travel between communities under enhanced Islands Trust safety protocols. Due to loss of time fieldwork was condensed and included precautions to minimize risks to all of you — Coast Salish Nations, conservation partners, and islanders in general.

Traveling and conducting fieldwork happened with as little contact with islanders as possible. This meant we did not encourage local conservancy members and covenant landholders to join us in walking the land with us.

Trust me when I say we missed you!

Jemma Green, Covenant Management and Outreach Specialist, jgreen@islandstrust.bc.ca

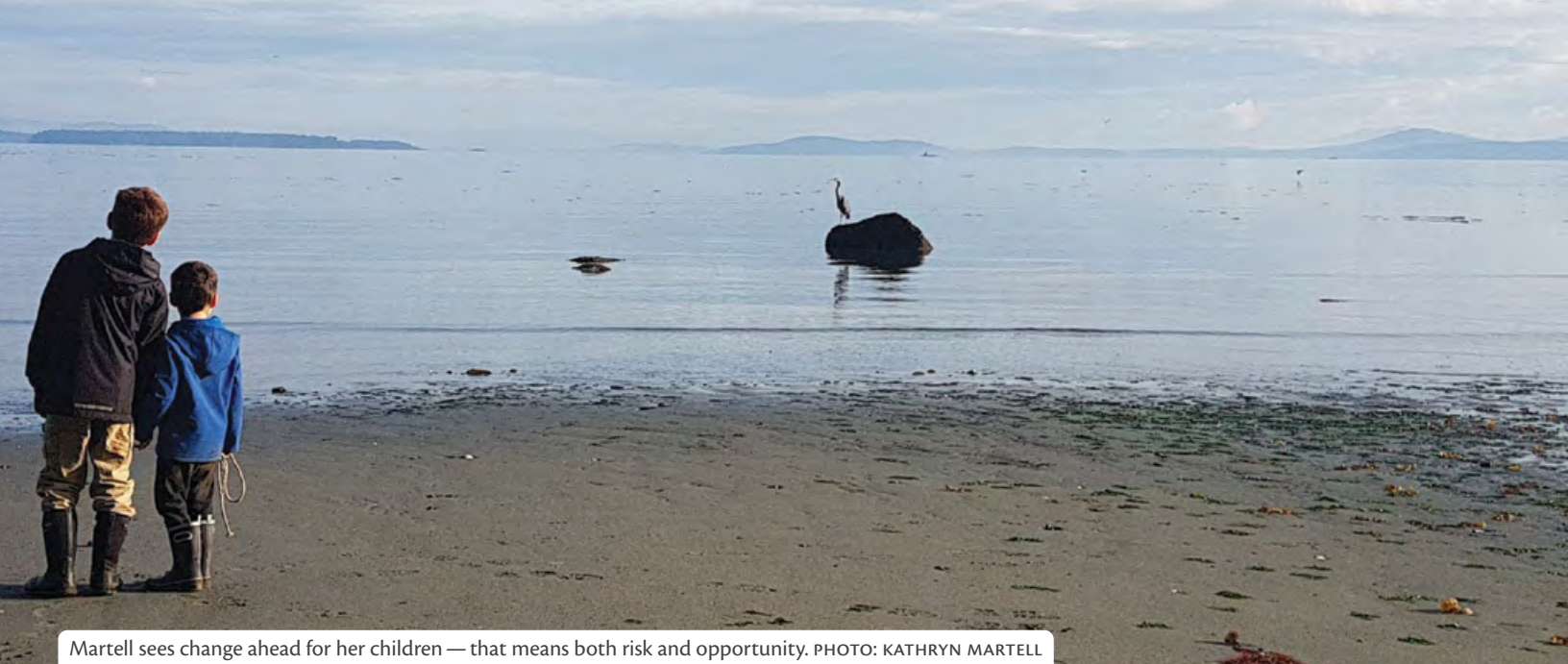
Your conservation contact: Jemma Green

Jemma Green was hired in 2019 as the Covenant Management and Outreach Specialist. Her background is in wildlife and habitat conservation: she holds a BSc in Natural Resources Conservation, and an MSc in Environmental Studies specializing in ecological restoration. Jemma is your contact for monitoring and land management in conservation covenants.



“Stay safe” 2020 protocol meant Jemma spent much of her summer doing fieldwork alone. PHOTO: CARLA FUNK.





Martell sees change ahead for her children — that means both risk and opportunity. PHOTO: KATHRYN MARTELL

Does what you do today make a difference to the future?

A Reflection on Climate Projections

When I first read the *Climate Projections for the Islands Trust Area Report* I was filled with despair.

My young sons and I explore nature, looking at shorebirds, insects, kelp beds, and soaring red cedars — I worry, what will the world be like for them? Climate instability will define their lives. As well-read as I consider myself on the topic, this latest report on the future of climate in the Salish Sea helped me realize the true extent of the changes to come. The scales of disruptions to our island communities seem immense.

But then I paid attention to the rest of my Islands Trust Conservancy team's reactions: they saw risks but more important, they also saw opportunity.

The climate of the 2050s will be variable and unstable. By the 2080s, it will become a substantially different climate than our islands experience today. While the changes of the next 30 years are already largely determined, conditions in 2080 and beyond depend on what we do now.

The climate projections in this report are based on a “business as usual” scenario. Decisions made in the next 30 years will set the course for sea-level and climate conditions for years ahead.

Is the situation extreme? Yes. Is it the end of the story? Absolutely not.

Hope lies in the ways that we transform how we see ourselves within local ecosystems, and then imagine and create a world where societies and natural areas are better prepared for climate impacts.

The lives our children and grandchildren lead will be different from ours. But you and I are not helpless in this changing world—climate change is present but what we do, each of us, here and now will truly make a difference.

To read the report visit: islandstrustconservancy.ca/about-us/our-publications/

Kathryn Martell, Ecosystem Protection Specialist,
kmartell@islandstrust.bc.ca



What does the future hold in store for you?

Together we can make plans with climate change in mind

The climate of the 2050s will be even more variable and unstable, and by the 2080s our islands will experience a substantially different climate. We can expect:

- Warmer summer temperatures, with hotter and more extreme heat days in summer. (For example, in the Northern Gulf Islands the number of days over 25°C will increase from 21 in the past to approximately 55 by 2050, and may be as high as 91 by 2080.)
- Warmer winter temperatures, an earlier spring, and a longer growing season.
- Less rain and more frequent, longer dry spells in the summer months.
- More frequent, more intense storms with higher rainfall.
- Annual precipitation more concentrated in the fall instead of winter.
- The sea level is predicted to rise at least 15cm by 2050, and 34cm by 2080.
- The ocean will increase in acidity and temperature, and oxygen levels will decrease.

Species and ecosystems will be impacted in complex ways. It will alter biological diversity as well as the range and abundance of species and their habitats. While Islands Trust will consider the impacts to communities on the islands, Islands Trust Conservancy will look at more specific anticipated impacts to its nature reserves and will consider climate impacts for future land purchases.

For specific climate projections in your area please refer to the [Climate Projections for the Islands Trust Area](#).

Whether you have at-risk shoreline property or are a citizen concerned about species that are already at risk, we want to hear about your thoughts on climate.

Kathryn Martell, Ecosystem Protection Specialist,
kmartell@islandstrust.bc.ca



Bee on phacelia. PHOTO: CARLA FUNK

The Opportunity Fund needs you!

A surge in requests has almost emptied the Fund

The [Opportunity Fund](#) provides support for ‘hard to fundraise’ costs for land protection. These aren’t large sums, but sometimes they mean the difference between our local conservation partners moving forward on a land purchase.

The Fund is experiencing increased demand: a ‘normal’ year would see one request, an ‘exceptional year’ three requests. In the past nine months we have received four requests, each requesting \$5,000. There is only \$10,000 left.

These small grants, relative to steep land purchase costs, often are those timely and critical funds that determine the ecological validity of a land purchase, or assist with legalities of land acquisition.

There is GOOD news in this! Increased requests for funds indicates increased local land conservation activity — something we all support!

To support the Opportunity Fund visit islandstrustconservancy.ca/donate/

Carla Funk, Communications and Fundraising Specialist,
cfunk@islandstrust.bc.ca

Preserving and protecting for thirty years 1990–2020

Gratitude to Linda Adams for her role at Islands Trust

Few can boast as long a commitment to Islands Trust as Linda Adams.

In 1991 she was the first Islands Trust planner hired to work on an island. She quickly rose to senior planner responsible for Salt Spring Island from an office in downtown Ganges. “Working from an island office was different then,” says Adams. “The bulk of Islands Trust staff were situated in Victoria. There were no computers in our offices at the time; no email, or websites. We relied on typewriters, phone and fax for so much of our work.”

Islands Trust Conservancy (formerly Islands Trust Fund) had been founded the year prior. “Only one staff person ran the organization for a very long time, steadily gaining momentum” she recalled, “and then there was a sudden burst of activity around the year 2000.”

Adams’ memory serves her well. By the year 2000 fifteen conservation covenants and eight nature reserves were created on ten islands and by 2005 fifty places had been protected.

Over her 25 years on staff with the organization, Linda’s own position within Islands Trust gained momentum. She switched from planning, to the role of Director of Trust Area Services, then Chief Administrative Officer, and now an Islands Trust Conservancy Board member.

When asked about the creation of Islands Trust Conservancy, Adams spoke about the misunderstanding and fears that islanders had that conservation was going to be mandated:



The creation of the Conservancy shifted the conversation from ‘regulation’ to ‘vision.’

“The fact that property owners could voluntarily choose to place land into the care and protection of the Conservancy shifted the conversation from ‘regulation’ to ‘vision.’ People really responded to that. Each island has had their own key conservation moment when some special place was really threatened and then the community rallied to protect it.”

When Islands Trust Conservancy was founded in 1990, the concept of land conservation was fairly new. There were parks, but those were lands that often had a significant recreation purpose. “There was a real dilemma; there were few ways to hold island lands for conservation,” says Trustee Adams. “The Conservancy has helped shape the ‘preserve and protect’ mandate of Islands Trust to ensure there is an on-going focus on the really critical issues of conservation for the region.”

Carla Funk, Communications and Fundraising Specialist, cfunk@islandstrust.bc.ca

Western red cedar, Salt Spring Island. PHOTO: CARLA FUNK

5 REASONS TO DONATE GIFTS OF SECURITIES



You love the islands of the Salish Sea

There is a quality of life on the islands that is unique. Kathryn Aberle tells us Gambier Island is one of her favourite places: “It’s an hour from the city and a million miles from anywhere.” You’d like to help keep it special.



You own shares that have appreciated

You’ve made some great investments! You bought low — they grew! But now, selling high means triggering capital gains tax. By donating directly to Islands Trust Conservancy those taxes are 100% waived.



You want to share your passion

You have enjoyed a love of nature. Kayaking, hikes, beachcombing, and simply breathing fresh air. Will your children and grandchildren enjoy the same pleasures? You want to help preserve and protect the things you love to do, for the people you love.



It’s a smart way to donate

Donating appreciated securities is simple, cost-effective and the most tax-efficient way to make a charitable gift today or through your estate. And did we mention it’s easy...?



It’s easy!

Securities are easy to transfer. Your broker simply transfers the shares from your account to Island Trust Conservancy’s brokerage account. You can use the downloadable form from our website to instruct and authorize your broker to transfer the stock.

For more information

Call: Carla 250-405-5171

Email: cfunk@islandstrust.bc.ca

Or visit: islandstrustconservancy.ca/donate/gift-and-estate-planning/publically-traded-securities/

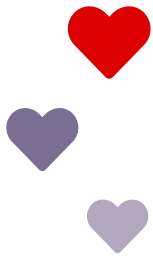
Fond farewell.

A Board member since 2019, **Susan Hannon**'s wealth of ecological knowledge and expertise proved helpful for decision-making on conservation issues at the governance level. All is not lost though, since Susan has taken the role of President at Salt Spring Island Conservancy. So we say a fond farewell with great gratitude.



Welcome to the Board!

Don Clarke is a member of the Black River First Nation, with a professional, social and educational background from the Universities of Winnipeg and Manitoba. Don has worked in over 50 First Nations communities (throughout Western Canada) for 25 years. We welcome the knowledge and expertise that Don Clarke brings to the Board.



Gratitude

We are grateful to all of you who make it possible to preserve and protect the islands of the Salish Sea.

We can't do this without you!



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Questions? Contact us!

☎ 250-405-5186

✉ itcmail@islandstrust.bc.ca

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Share your vision with future generations — please consider remembering Islands Trust Conservancy in your will.

*Islands Trust Conservancy is a qualified donee as a Crown agent under B.C.'s *Islands Trust Act*. Islands Trust business # 122013576 RT0001

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