



Islands Trust Conservancy

Regular Meeting Agenda

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

Pages

1. CALL TO ORDER
 - 1.1 Roundtable and Introductions
 - 1.2 Elections
 - 1.2.1 Election of Chair
 - 1.2.2 Election of Vice-Chair
 - 1.2.3 Election of Financial Planning Committee Representative
2. APPROVAL OF AGENDA
3. RISE AND REPORT - None
4. MINUTES/COORDINATION
 - 4.1 Minutes of Meetings/Resolutions without Meetings
 - 4.1.1 Approval of the November 22, 2022 Regular Meeting Minutes 3 - 9
 - 4.2 Follow-up Action List 10 - 14
5. BUSINESS
 - 5.1 Items for Approval
 - 5.1.1 ITC NAPTEP Covenants Monitoring Report 2022 - Request for Decision 15 - 25
 - 5.1.2 ITC Nature Reserves Monitoring Report 2022 - Request for Decision 26 - 39
 - 5.1.3 2026-2030 ITC Plan Project Charter - Request for Decision 40 - 47
 - 5.1.4 Species at Risk Program Project Charter v3 - Request for Decision 48 - 67
 - 5.2 Items for Discussion/Direction - None
 - 5.2.1 Draft Budget 2023/24 Review of Funding Requests - Briefing (late item) 68 - 70
 - 5.3 Correspondence - None
 - 5.4 Updates for Information

5.4.1	Public Acquisitions Report	71 - 72
5.4.2	Public Covenants Report	73 - 81
5.4.3	Budget Report	82 - 82
5.4.4	Executive Committee Update	
5.4.5	Financial Planning Committee Update	
5.4.6	Trust Council Update	

6. PUBLIC COMMENTS AND DELGATIONS

7. NEW BUSINESS

8. NEXT MEETING - March 14, 2023

9. CLOSED MEETING

9.1 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) (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; (k) negotiations and related discussions respecting the proposed provision of a service that are at their preliminary stages and that, in the view of the Board, could reasonably be expected to harm the interests of the Islands Trust Conservancy if they were held in public; and that staff be invited to remain in the meeting.

10. ADJOURNMENT



Islands Trust Conservancy Minutes of the Regular Meeting

Date: Tuesday, November 22, 2022
Time: 10:00 a.m.
Location: Electronic Zoom Meeting

Board Members Present Linda Adams, Chair
Risa Smith, Vice Chair (left the meeting at 2:14 p.m., returned at 2:20 p.m.)
Grant Scott, Board Member
Susan Yates, Board Member
Tobi Elliot, Board Member

Staff Present Aislyn King, Conservation and GIS Technician, Coop Student
Carla Funk, A/Strategic Fund Development Specialist
Carmen Smith, A/Communications Specialist
Clare Frater, Director, Trust Area Services
Corlynn Strachan, Administrative Assistant
Jemma Green, Covenant Management & Outreach Specialist
Kate Emmings, Manager (left the meeting at 2:14 p.m., returned at 2:20 p.m.)
Kathryn Martell, Ecosystem Protection Specialist
Nuala Murphy, Property Management Specialist
Wendy Tyrrell, Species at Risk Program Coordinator

1. CALL TO ORDER

The Islands Trust Conservancy Manager called the meeting to order at 10:03 a.m., welcomed everyone, and acknowledged that the meeting was being held over many territories of First Nations throughout the Islands Trust area.

1.1 ORIENTATION

Islands Trust Conservancy staff provided a presentation to Board members.

1.2 ELECTIONS

The Islands Trust Conservancy Manager reviewed the voting procedure, and noted that as per Islands Trust Conservancy Policy 1.2, Islands Trust Conservancy Board and Committee Elections, all Islands Trust Conservancy members are eligible to be nominated and run for the positions of Chair and Vice Chair of the Islands Trust Conservancy Board. These members are: Linda Adams, Risa Smith, Grant Scott, Susan Yates, and Tobi Elliott.

DRAFT

The Islands Trust Conservancy Manager advised ITC elections normally occur annually in January. Trustees elected at this meeting will function in the position in the short term until the regular election in January 2023.

1.2.1 Chair

The Islands Trust Conservancy Manager called for nominations for Islands Trust Conservancy Board Chair.

Trustee Yates nominated Trustee Adams as Chair and Trustee Scott seconded the nomination.

Trustee Adams agreed to stand for the nomination of Chair of the Islands Trust Conservancy Board. The Islands Trust Conservancy Manager called for nominations a second time and third time, hearing none, she declared Trustee Adams Chair of the Islands Trust Conservancy Board, by acclamation.

1.2.2 Vice Chair

The Islands Trust Conservancy Manager called for nominations for Islands Trust Conservancy Board Vice-Chair.

Trustee Scott nominated Trustee Yates as Vice-Chair. Trustee Yates declined.

The Islands Trust Conservancy Manager called for nominations for Islands Trust Conservancy Board Vice-Chair.

Trustee Yates nominated Trustee Smith as Vice-Chair and Chair Adams seconded the nomination. Trustee Smith agreed to stand for the nomination of Vice-Chair of the Islands Trust Conservancy Board. The Islands Trust Conservancy Manager called for nominations a second and third time, hearing none, she declared Trustee Smith Vice-Chair of the Islands Trust Conservancy Board, by acclamation.

1.2.3 Financial Planning Committee Representative

The Islands Trust Conservancy Manager called for nominations for Islands Trust Conservancy Board Financial Planning Committee Representative.

Trustee Scott nominated Trustee Elliott and Trustee Yates seconded the nomination.

The nomination was withdrawn after further discussion due to the Board's desire to have an ITC representative who was not already on Financial Planning Committee as an Executive Committee representative.

The Islands Trust Conservancy Manager called again for nominations for Islands Trust Conservancy Board Financial Planning Committee Representative.

Trustee Yates nominated Trustee Scott as the Financial Planning Committee Representative and Trustee Elliott seconded the nomination. Trustee Scott agreed to stand for the nomination of Financial Planning Committee Representative for the Islands Trust Conservancy Board. The Islands Trust Conservancy Manager called for nominations a second and third time, hearing none, she declared Trustee Scott Financial

DRAFT

Planning Committee Representative of the Islands Trust Conservancy Board, by acclamation.

The ITC Manager advised that ITC will have an ex officio seat on the Governance Committee once the committee is constituted, noting the ITC Chair will appoint a member to the committee.

2. APPROVAL OF AGENDA

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

3. CLOSED MEETING

3.1 Motion to Close the Meeting

ITC-2022-049

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 board; (k) negotiations and related discussions respecting the proposed provision of a service that are at their preliminary stages and that, in the view of the Board, could reasonably be expected to harm the interests of the Islands Trust Conservancy if they were held in public; and that staff be invited to remain in the meeting.

Moved by Trustee Smith, seconded by Trustee Yates.
CARRIED

The meeting adjourned for lunch from 12:15 to 12:45 p.m.

The closed meeting followed lunch from 12:45 p.m. until 1:54 p.m.

The open meeting reconvened at 1:54 p.m.

4. RISE AND REPORT

The Islands Trust Conservancy Board reported on the following item:

The Islands Trust Conservancy Board will receive a donation of approximately \$45,000 from the estate of William Tempest for the purposes of conservation on Hornby Island and has designated \$25,000 towards covenant management activities and approximately \$20,000 to the Opportunity Fund for grants for Hornby Island.

5. MINUTES/COORDINATION

5.1 Minutes of Meetings/Resolutions without Meetings

5.1.1 Record of Resolution without Meeting - ITC-RWM-2022-002

Adoption of Regular Meeting Minutes from October 4, 2022

5.1.2 Record of Resolution without Meeting - ITC-RWM-2022-003

DRAFT

Special Meeting to Review Provincial Board Appointments prior to November 15, 2022

5.1.3 Record of Resolution without Meeting - ITC-RWM-2022-004

Adoption of Special Meeting Minutes from November 8, 2022

5.2 Follow-up Action List

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

- Development of the ITC Reconciliation Action Plan is paused. Staff are waiting for response from First Nations referrals related to the Regional Conservation Plan. The Senior Intergovernmental Policy Analyst position is vacant so staff are waiting to bring this back onto the work program next year.
- The Five-Year Plan Project Charter will come to the Board in January or March of 2023.
- The funding agreement with Environment and Climate Change Canada for the Species at Risk Program is almost ready to sign, the ITC Board has already approved acceptance of the funds. The Islands Trust Chief Administrative Officer will be responsible for sign off. This item will likely be completed by the next ITC meeting.
- The Communications Specialist provided a copy of the Covent Landowner Newsletters to Board members. New board members can request a copy if desired.

6. BUSINESS

6.1 Items for Approval

6.1.1 ITC Plan Review and Approval - Request for Decision

The ITC Manager presented the request for decision to Board members, provided a background, and noted the draft plan contains edits based on First Nations feedback.

ITC-2022-050

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board approve the draft 2023-2025 Islands Trust Conservancy Interim Plan and direct staff to forward it to the Minister of Municipal Affairs by December 31, 2022, for review and approval.

Moved by Trustee Yates, seconded by Trustee Elliott

CARRIED

6.1.2 Galiano Island Local Trust Committee, Bylaw 231/232 Referral - Request for Decision

Manager Emmings declared a conflict of interest, noting she lives adjacent to one of the parcels, and left the meeting at 2:14 p.m.

Trustee Smith recused herself from the meeting, noting she is a Board member of the Galiano Conservancy Association which owns some of the lands subject to the rezoning, and left the meeting at 2:14 p.m.

DRAFT

The Covenant Management and Outreach Specialist presented the request for decision to Board members.

ITC-2022-051

It was MOVED and SECONDED,

that the Islands Trust Conservancy (ITC) Board recommend that the Galiano Island Local Trust Committee approve Bylaws 231 and 232 because they bring zoning into agreement with the use of conservation lands and further strengthen the conservation status for District Lots 64 and 68, which are adjacent to Islands Trust Conservancy covenanted areas.

Moved by Trustee Yates, seconded by Trustee Scott

CARRIED

Manager Emmings and Trustee Smith rejoined the meeting at 2:20 p.m.

6.1.3 ITC Annual Meeting Schedule 2023 - Request for Decision

The ITC Manager presented the request for decision to Board members.

Board members reviewed the schedule, indicated a desire to meet in person early in 2023 and commented travelling in July on local ferries is difficult, and requested moving the in-person meeting from July 18th to January 24th.

ITC-2022-052

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board adopt the proposed meeting dates for the 2023 calendar year, as presented.

Moved by Trustee Yates, seconded by Trustee Smith

CARRIED

ITC-2022-053

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board direct staff to schedule the 2023 Islands Trust Conservancy Board meeting dates of March 14, May 30, July 18, October 3, and November 21, 2023 as electronic meetings, and list the Victoria office board room as the public meeting location.

Moved by Trustee Smith, seconded by Trustee Yates

CARRIED

ITC-2022-054

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board direct staff to schedule one in-person meeting on January 24, 2023 and list the Victoria office board room as the public meeting location.

Moved by Trustee Yates, seconded by Trustee Elliott

CARRIED

6.2 Items for Discussion/Direction

None

6.3 Correspondence

6.3.1 Mayne Local Trust Committee Letter, dated 2022-11-07

Received for Information

6.4 Updates for Information

6.4.1 Public Acquisitions Report

Received for information.

6.4.2 Public Covenants Report

Received for information.

6.4.3 Budget Report

Received for information.

Director Frater advised the Islands Trust Conservancy (ITC) budget request will go to the Financial Planning Committee (FPC) on Friday November 25th. Director Frater will answer questions at the meeting. FPC will forward the budget request to Trust Council or come back to the ITC Board with questions. The ITC Board will have the opportunity to discuss at the January 24th ITC Board meeting.

6.4.4 Executive Committee Update (verbal)

None

6.4.5 Financial Planning Committee Update (verbal)

None

6.4.6 Trust Council Update (verbal)

None

6.4.7 Trustee Roundtable (verbal)

None

7. PUBLIC COMMENTS AND DELGATIONS

None

8. NEW BUSINESS

None

9. NEXT MEETING

The next meeting will take place on January 24, 2023 at 10:00 am.

10. ADJOURNMENT

DRAFT

By general consent, the meeting adjourned at 2:34 p.m.

Linda Adams, Chair

Certified Correct:

Corlynn Strachan, Recorder



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-2022	In Progress

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: 31-Mar-2023	In Progress

06-Oct-2020

Activity	Responsibility	Dates	Status
1 Staff to complete an ITC Reconciliation Action Plan that incorporates actions in Goal 2 of the Regional Conservation Plan.	Kate Emmings	Target: 31-Jan-2023	In Progress

Follow Up Action Report

Trust Conservancy Board

26-Jan-2021

Activity	Responsibility	Dates	Status
<p>1 Staff to proceed with the approved actions regarding the Morrison Waxler Biodiversity Protection Legacy Fund.</p> <p>*See IC minutes January 26, 2021</p>	Carla Funk	Target: 31-Mar-2023	In Progress

25-May-2021

Activity	Responsibility	Dates	Status
<p>1 Staff to move forward with the Crystal Mountain Society proposal to register a Statutory Right of Way across Lot A on the upper ridge, in favour of Islands Trust Conservancy, to provide legal access to the eastern part of Lot A via the legal easement across neighbouring Lots B and C.</p>	Kathryn Martell	Target: 31-Mar-2023	In Progress

24-Aug-2021

Activity	Responsibility	Dates	Status
<p>1 Staff to work with the Steering Committee of the Sidney Island Ecological Restoration Project to develop appropriate waivers to the Sidney Island conservation covenants for the Sallas Forest Strata once an operations plan is developed to implement the Sidney Island Ecological Restoration, and to return to the Board for approval of proposed waivers</p>	Jemma Green	Target: 31-Mar-2023	In Progress

Follow Up Action Report

Trust Conservancy Board

24-May-2022

Activity	Responsibility	Dates	Status
1 Staff to prepare a Project Charter for the next ITC Five-Year Plan (2026-2030) with an emphasis on First Nations engagement.	Kate Emmings	Target: 31-Jan-2023	Completed
2 Staff to draft and sign an amended contribution agreement with Environment and Climate Change Canada (ECCC), extending the existing Species at Risk Program funding until March 31, 2026, including a budget increase for the 2022/23 fiscal year of \$25,000 and the addition of \$220,000/year in funding for the next three fiscal years (2023/24 through 2025/26).	Kate Emmings Wendy Tyrrell	Target: 16-Dec-2022	Completed

04-Oct-2022

Activity	Responsibility	Dates	Status
1 Islands Trust Conservancy Board Chair to sign the Conservation Covenant agreement among TLC The Land Conservancy of British Columbia, the Sunshine Coast Conservation Association, and the Islands Trust Conservancy, over the land identified as Lot 1 District Lot 696 Group 1 New Westminster District Plan EPP89532 (PID: 031-259-731) and known as Sandy Beach Nature Reserve.	Kathryn Martell	Target: 16-Dec-2022	In Progress
2 Manager Emmings to follow up with Director Frater regarding sharing the Islands Trust Cultural Protocol for Chance Finds and Ancestral Remains.	Kate Emmings	Target: 16-Nov-2022	Completed

Follow Up Action Report

Trust Conservancy Board

04-Oct-2022

Activity	Responsibility	Dates	Status
3 The ITC Board Chair to sign the Nighthawk Hill NAPTEP Covenant NIHN with Andreas Nowak and Mary Reher, over a portion of the land described as Lot 38, Section 7, Pender Island, Cowichan District, Plan 32261, Except Part in Plan 35333, PID 001-081-110, subject to receiving an updated Baseline Documentation Report that is acceptable to the Islands Trust Conservancy Manager, and staff to register the covenant.	Kathryn Martell	Target: 16-Dec-2022	In Progress
4 The ITC Board Chair to sign a discharge for revised Nighthawk Hill NAPTEP Covenant (NIHN) covenant CA2826689 and staff to register the discharge subject to registration of a covenant over the expanded protected area.	Kathryn Martell	Target: 16-Dec-2022	In Progress
5 Trustee Smith to work with Manager Emmings to create an ITC slide to increase ITC profile for the COP15, Convention on Biological Diversity.	Kate Emmings Risa Smith	Target: 04-Nov-2022	Completed

22-Nov-2022

Activity	Responsibility	Dates	Status
1 Staff to forward the draft 2023-2025 Islands Trust Conservancy Interim Plan to the Minister of Municipal Affairs by December 31, 2022, for review and approval.	Kate Emmings	Target: 31-Dec-2022	Completed



Follow Up Action Report

Trust Conservancy Board

22-Nov-2022

Activity	Responsibility	Dates	Status
2 Staff to proceed with the Islands Trust Conservancy recommendation that the Galiano Island Local Trust Committee approve Bylaws 231 and 232 because they bring zoning into agreement with the use of conservation lands and further strengthen the conservation status for District Lots 64 and 68, which are adjacent to Islands Trust Conservancy covenanted areas.	Corlynn Strachan	Target: 25-Nov-2022	Completed
3 Staff to proceed with the Islands Trust Conservancy Board adoption of the proposed meeting dates for the 2023 calendar year, as presented. Staff to schedule the 2023 Islands Trust Conservancy Board meeting dates of March 14, May 30, July 18, October 3, and November 21, 2023 as electronic meetings, and list the Victoria office board room as the public meeting location. Staff to schedule one in-person meeting on January 24, 2023 and list the Victoria office board room as the public meeting location.	Corlynn Strachan	Target: 24-Jan-2022	Completed



REQUEST FOR DECISION

To: ITC Board **For the Meeting of:** January 24, 2023
From: Jemma Green, Covenant Management and Outreach Specialist **Date Prepared:** January 6, 2023

SUBJECT: Islands Trust Conservancy NAPTEP Monitoring Report 2022

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

- 1 PURPOSE:** To review the Islands Trust Conservancy Natural Area Protection Tax Exemption Program (NAPTEP) Covenant Monitoring Report for 2022.
- 2 BACKGROUND:** Islands Trust Conservancy (ITC) NAPTEP covenants 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 2022* provides the monitoring results for 26 of 27 NAPTEP covenants (ITC's newest covenant, Livingstone Forest NAPTEP Covenant on Lasqueti Island, was not registered until late in the 2022 monitoring season; therefore, it will be monitored for the first time in 2023). 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), if any; and a list of any management concerns. Recommendations for responding to violations or management concerns are provided as applicable.

Monitoring inspections identified no breaches by NAPTEP covenant owners in 2022. Three NAPTEP covenants (My Whim, Polden, and Westbourne) are experiencing impacts of trespass by neighbours and/or the public; fortunately, the ecological impacts of these are currently minor. The Covenant Management & Outreach Specialist will work with the covenant owners and co-covenant holders to discourage trespass, as described in the report.

New and ongoing management concerns summarized in this report will also be assessed, prioritized, and addressed as the property management budget permits. Management concerns are noted for all but four of the covenants monitored. In most covenant areas, invasive species are a major or minor ecological concern. Other less common concerns relate to beach debris, signage in need of repair, unauthorized fire pits, poor forest understory regeneration, and the need for stream channel restoration following last year's extreme flooding events. A covenant agreement under NAPTEP 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 landholders 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 draft *Islands Trust Cultural Protocol for Chance Finds and Ancestral Remains* as required and will request that covenant landholders 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.

OTHER: None.

- 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 2022
-

RESPONSE OPTIONS

Recommendation: That the Islands Trust Conservancy Board accept the *Islands Trust Conservancy NAPTEP Covenant Monitoring Report 2022* and direct staff to address management concerns as identified in the report.

Alternative: That the Islands Trust Conservancy Board accept the *Islands Trust Conservancy NAPTEP Covenant Monitoring Report 2022* as amended and direct staff to address management concerns as identified in the report.

Prepared By: Jemma Green, Covenant Management & Outreach Specialist

Reviewed By/Date: Kate Emmings, Manager, Islands Trust Conservancy / January 11, 2023

Islands Trust Conservancy

NAPTEP Covenant Monitoring Report 2022



Moss Mountain NAPTEP Covenant, Salt Spring Island, June 2022

Prepared By:
Jemma Green, Covenant Management & Outreach Specialist
Islands Trust Conservancy
January 4, 2023

Executive Summary

The Islands Trust Conservancy (ITC) is responsible for annually monitoring the Natural Area Protection Tax Exemption Program (NAPTEP) covenants on which it holds an interest. This ensures that the natural 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. Annual compliance monitoring involves contacting the landholder and the co-covenant holder 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 site monitoring form that takes into account the standard land use restrictions under a conservation covenant; taking repeat photos at established monitoring stations; documenting any ecological, compliance, and trespass concerns; and providing a final report with management recommendations, which can be followed up on by ITC staff, co-covenant holders, and covenant owners as resources permit.

This document contains a summary of the final reports from monitoring inspections of 26 of 27 Islands Trust Conservancy NAPTEP covenants.¹ Moss Mountain NAPTEP Covenant and Woodpecker Forest NAPTEP Covenant, both registered last fall, were monitored for the first time in 2022. All monitoring was completed by Islands Trust Conservancy staff between May and September, with one exception.²

No breaches by NAPTEP covenant owners were identified this year. Three NAPTEP covenants are experiencing impacts of trespass by neighbours and/or the public; fortunately, the ecological impacts of these are currently minor. The Covenant Management & Outreach Specialist will work with the covenant owners and co-covenant holders to devise ways to discourage further trespass.

In addition to completing an annual monitoring survey, ITC staff contributed to the stewardship of NAPTEP-covenanted lands whenever possible. In Little D'Arcy Island NAPTEP Covenant, ITC staff collected three 42-gallon bags of litter from beaches and dedicated two person-hours to cutting thistle along the shoreline. In Wennanec NAPTEP Covenant on Salt Spring Island, ITC staff dedicated two person-hours to gorse and Scotch broom removal. In several NAPTEP covenants on North Pender Island, ITC staff worked with Pender Islands Conservancy Association staff to remove invasive species, particularly Scotch broom. In all other NAPTEP covenants, invasive species removal and litter collection was carried out opportunistically and as time permitted.

New and ongoing ecological and other management concerns identified in this report will be assessed, prioritized, and addressed as the property management budget permits.



¹ ITC's newest covenant, Livingstone Forest NAPTEP Covenant on Lasqueti Island, was not registered until late in the 2022 monitoring season; therefore, it will be monitored for the first time in 2023.

² Owl's Call NAPTEP Covenant on Salt Spring Island was monitored in October by a registered professional biologist contracted by the owner, in compliance with the annual monitoring requirements of that covenant agreement.

Gabriola Island

Bachmann NAPTEP Covenant was monitored by Jemma Green and Aislyn King with members of Gabriola Land & Trails Trust and the covenant owner on July 5, 2022. The covenant was found to be in compliance with the Natural Area Protection Tax Exemption Program.

On October 19, 2021 the ITC Board resolved to approve the covenant owners' request to limb and top certain trees to maintain their view of the water, which is recognized as an owner's reserved right in this covenant agreement. A verbal report by the covenant owner and a visual analysis of before-and-after photos by the covenant holders determined that the trees limbed and topped appear to be consistent with what the ITC Board approved. However, the covenant owner was advised that, should further maintenance of the view corridor be permitted by the ITC Board, they will be required to record the number of trees limbed and/or topped and mark the trees for ground-truthing, to assist the covenant holders with compliance monitoring.

Of primary management concern for this covenant are infestations of Himalayan blackberry and Scotch broom, which encroach into the covenant area from bordering road allowances. Infestations of tansy ragwort, English holly, thistles, Daphne, and English ivy are a secondary management concern.

Recommendation: Support the covenant owner and/or the co-covenant holder to manage invasive species and replant treated areas with suitable native species.

McRae NAPTEP Covenant was monitored by Jemma Green and Aislyn King on July 5, 2022. The covenant was found to be in compliance with the Natural Area Protection Tax Exemption Program.

An ongoing, significant management concern for this covenant is that the fragile, shallow-soil ecosystem in the mossy meadow continues to be well-used by the public, preventing vegetation from re-establishing on unauthorized trails and maintaining risk of further degradation. Fortunately, the covenant owner was planning to work with their management partner, the Gabriola Land & Trails Trust, to implement educational signage later in 2022.

Of secondary management concern are scattered Daphne and English holly in forested areas, and thistle in exposed areas, all of which are currently in the early stages of invasion.

Recommendation: Ensure that interpretive signage is installed to encourage the public to stay on the trail, (2) encourage the covenant owner to consider installing low-impact barriers or markers to help ensure that use and impacts are confined to the authorized trail, and (3) work with the covenant owner and their management group to monitor and manage invasive species.

Galiano Island

Barrineau NAPTEP Covenant was monitored by Jemma Green and Aislyn King on August 24, 2022. The covenant was found to be in compliance with the Natural Area Protection Tax Exemption Program.

An ongoing but still minor management concern for this covenant is an infestation of Canada thistle, which is invading the covenant area from neighbouring fields using the driveway as a dispersal corridor.

Recommendation: (1) Continue to encourage the covenant owner to mow the field of thistle adjacent to the covenant area when plants are in bud, (2) work with the covenant owner to manage thistle within the covenant area.

Westbourne NAPTEP Covenant was monitored by Jemma Green and Aislyn King with Galiano Conservancy Association (GCA) staff on August 23, 2022. The covenant was found to be in compliance with the Natural Area Protection Tax Exemption Program.

In this covenant, trespass-related litter has been identified as an ongoing issue, but this year concerns were increased when two instances of human feces and toilet paper were encountered in the forest. A second ongoing concern is the establishment of invasive English holly in the covenant area, of which the covenant holders identified three core infestations. Now that many of the holly trees have reached a size where they may start producing berries, holly removal is considered a management priority.

Recommendations: (1) Request the covenant owner's assistance in cleaning up the existing litter. (2) Propose installing "conservation area – no access" signs to deter future trespass. (3) If new litter continues to be found, contact Galiano Parks and Recreation to investigate a possible connection with an adjacent beach access. (4) Contract GCA to remove holly over the winter.

Hornby Island

Myra Powers NAPTEP Covenant was monitored by Jemma Green and Aislyn King with the covenant owner on July 6, 2022. The covenant was found to be in compliance with the Natural Area Protection Tax Exemption Program and no management concerns were identified.

Little D'Arcy Island

Little D'Arcy NAPTEP Covenant was monitored by Jemma Green, Aislyn King, and Corlynn Strachan on July 20, 2022. The covenant was found to be in compliance with the Natural Area Protection Tax Exemption Program.

Ongoing management concerns include Styrofoam debris and other washed up litter on beaches around the island, and large thistle infestations on the tombolo and in other coastal areas. This year, ITC's monitors budgeted time to assist the covenant owners in managing these issues, collecting three 42-gallon bags of litter from beaches and dedicating two person-hours to cutting thistle.

One additional management concern is the deterioration of netting used to fence the boundaries of the uncovenanted areas. In most areas, this netting has slackened or dropped to the ground completely, becoming overgrown with vegetation and posing a threat of entanglement to the island's wildlife and even people.

Recommendation: Work with the landholders to coordinate (1) thistle removal (timed to coincide with bud or bloom) and (2) beach cleanup work parties. Offer to assist with netting removal, time and resources permitting.

North Pender Island

Garry Oak NAPTEP Covenant was monitored by Jemma Green and Aislyn King with Pender Islands Conservancy Association (PICA) staff on June 21, 2022. The covenant was found to be in compliance with the Natural Area Protection Tax Exemption Program.

The primary management concern for this covenant is invasive species, particularly Scotch broom, which was managed by the late owner but which is now re-establishing. During this survey the monitors worked to remove any invasive species that were encountered, including Scotch broom along the southern and eastern boundaries and English holly and Himalayan blackberry near the southwest corner. However, the covenant holders agreed that a greater, more regular, and/or strategically-timed effort is required.

Recommendation: With the covenant owner's permission, and with special care given to respect sensitive habitat, support a PICA-led volunteer work party to control Scotch broom and other invasive species.

King Lot A NAPTEP Covenant was monitored by Jemma Green and Aislyn King with Pender Islands Conservancy Association (PICA) staff on June 22, 2022. The covenant was found to be in compliance with the Natural Area Protection Tax Exemption Program.

Of management concern are the scattered but significant patches of Himalayan and cutleaf blackberry and Scotch broom, which threaten the integrity of this red-listed Douglas-fir/Arbutus woodland.

Recommendation: Support a PICA-led volunteer work party to control Scotch broom and other invasive species.

King Lot 16 NAPTEP Covenant was monitored by Jemma Green and Aislyn King with Pender Islands Conservancy Association (PICA) staff on June 22, 2022. The covenant was found to be in compliance with the Natural Area Protection Tax Exemption Program.

Of primary management concern are the large patches of mature Scotch broom, which threaten the integrity of this red-listed Douglas-fir/Arbutus woodland. Of secondary management concern is Himalayan blackberry encroachment from the road allowance.

Recommendation: Support a PICA-led volunteer work party to control Scotch broom and other invasive species.

Nighthawk Hill NAPTEP Covenant was monitored by Jemma Green and Aislyn King with Pender Islands Conservancy Association staff on June 20, 2022. The covenant was found to be in compliance with the Natural Area Protection Tax Exemption Program and no management concerns were identified.

Oscar's Landing (King Lot 12) NAPTEP Covenant was monitored by Jemma Green and Aislyn King with Pender Islands Conservancy Association staff on June 22, 2022. The covenant was found to be in compliance with the Natural Area Protection Tax Exemption Program and no major management concerns were identified. Of minor concern is the small number of Himalayan blackberry and Scotch broom plants along the southwest shoreline, which should be removed to prevent invasion.

Recommendation: Work with the covenant owner's gardener to identify and manage invasive species.

Steil's Woods NAPTEP Covenant was monitored by Jemma Green and Aislyn King with Pender Islands Conservancy Association staff on June 20, 2022. The covenant was found to be in compliance with the Natural Area Protection Tax Exemption Program.

The monitors discovered a small fire pit in the covenant area; however it was unclear whether this fire pit was new or old, or whether it had been used recently. An ongoing management concern is the proliferation of invasive reed canary grass around Gardom Pond, facilitated by the lowering of water levels with the decommissioning of the dam by the Capital Regional District (CRD) in 2019. Fortunately, the CRD initiated restoration planning in consultation with ITC in 2022, and, resources permitting, plans to implement restoration recommendations in fall 2023. Another ongoing management concern is the near-complete absence of understory vegetation in the forested areas of this covenant.

Recommendation: (1) Request that the covenant owners dismantle or cover over the fire pit to discourage future use. (2) Continue to encourage and support the Capital Regional District in following their *Gardom Pond Dam Decommissioning Environmental Management Plan* by controlling recent reed canary grass infestations and promoting revegetation with native species. (3) Resources permitting, and with the cooperation of the covenant owner and the co-covenant holder, start to restore the forest understory by planting shade-tolerant trees, native shrubs and herbs in deer exclosures.

Wallace Point NAPTEP Covenant was monitored by Jemma Green and Aislyn King on June 20, 2022. The covenant was found to be in compliance with the Natural Area Protection Tax Exemption Program.

Of primary management concern are well-established Scotch broom, rose campion, and thistle infestations, which threaten the integrity of fragile and endangered ecosystems in this covenant area. A secondary management concern is the washed up litter along the shoreline of Wallace Point (e.g., Styrofoam, rope, plastics).

Recommendation: Support the covenant owner with (1) invasive species management and (2) shoreline cleanups.

Woodpecker Forest NAPTEP Covenant was monitored by Jemma Green and Aislyn King with Pender Islands Conservancy Association staff and the covenant owners on June 21, 2022. The covenant was found to be in compliance with the Natural Area Protection Tax Exemption Program.

As this was the first annual monitoring visit for this new covenant, the monitors established photopoint monitoring locations (10 in total), selected a location for a covenant sign with the covenant owners, conducted an informal bird survey, and noted any invasive species occurrences (all invasive species in the covenant area are currently low in density and distribution).

Woodwinds NAPTEP Covenant was monitored by Jemma Green and Aislyn King with Pender Islands Conservancy Association staff on June 22, 2022. The covenant was found to be in compliance with the Natural Area Protection Tax Exemption Program.

Ongoing management concerns include abundant Daphne in forested areas, several large Himalayan blackberry infestations, Scotch broom on rocky bluffs, and a large patch of thistle on the septic field. Also of management concern are three sizeable piles of woody debris (left in 2019 when intruding trees were cleared to replace the septic field), which pose a fire hazard.

Recommendation: (1) With approval from the covenant owner, support invasive species removal work parties led by Pender Islands Conservancy Association; prioritize removal of Scotch broom and Daphne, and control of Himalayan blackberry. (2) Encourage the covenant owner to address fire hazards by managing Scotch broom near the house and dispersing, chipping, or removing the woodpiles.

Salt Spring Island

Arthur Lineham NAPTEP Covenant was monitored by Jemma Green and Aislyn King on June 1, 2022. The covenant was found to be in compliance with the Natural Area Protection Tax Exemption Program and no major management concerns were identified. A small number of English holly seedlings were observed and removed.

Recommendation: Encourage the covenant owners to watch out for and remove English holly seedlings to prevent invasion.

Frog Haven NAPTEP Covenant was monitored by Jemma Green and Aislyn King with a member of Salt Spring Island Conservancy and the covenant owners on June 1, 2022. The covenant was found to be in compliance with the Natural Area Protection Tax Exemption Program; the covenant owners have complied with ITC's required remedy to cease management of native shrub encroachment into the pond and allow the shrubs cut in 2021 to regenerate naturally. The monitors noted that the covenant owners remain concerned about pond shrinkage and habitat loss.

An ongoing management concern is the dense infestation of exotic water violet (*Hottonia palustris*) in the covenanted pond. In September 2021 the covenant owners and covenant holders trialed two removal methods to inform further management of this plant. During their survey this year, the monitors observed that the areas cleared by pulling last fall remain mostly clear, and that the area where the top layer of soil was dug up along with water violet roots remains completely clear.

Recommendation: Work with the covenant owners and co-covenant holder to (1) continue careful control of water violet, with in-pond activities confined to late summer/early fall (after amphibians have completed metamorphosis), and (2) explore options for mitigating the loss of aquatic habitat in the covenant area.

Leader NAPTEP Covenant was monitored by Jemma Green and Aislyn King on August 23, 2021. The covenant was found to be in good standing.

With intensive Scotch broom management being resumed by the new owner, remaining invasive species concerns include dense infestations of English holly in moist forested depressions and scattered English hawthorn in open woodland areas. An additional concern that was brought to the attention of the new owners is a series of old woodpiles (a mix of lumber and branches) next to the driveway, within the covenant area, which constitute a covenant violation and a fire hazard.

Recommendation: (1) Work with the covenant owner to address the woodpiles by removing foreign woody material from the covenant area, and either dispersing windfall or carefully constructing small habitat piles in appropriate locations. (2) In collaboration with the covenant owners and co-covenant holder, develop an English holly and English hawthorn management strategy.

Moss Mountain NAPTEP Covenant was monitored by Jemma Green and Aislyn King on June 29, 2022. The covenant was found to be in compliance with the Natural Area Protection Tax Exemption Program and no management concerns were identified. This was the first annual monitoring visit for this new covenant and photopoint monitoring stations were established for the areas that were accessed during this survey.

My Whim NAPTEP Covenant was monitored by Jemma Green and Aislyn King on May 30, 2022. The covenant was found to be in compliance with the Natural Area Protection Tax Exemption Program.

The monitors noted the following ongoing management concerns: (1) extensive infestations of reed canary grass and Himalayan and cutleaf blackberry on the pond margins, which may impede access by the red-listed Western Painted Turtle; (2) Scotch broom scattered in upland areas; (3) blackberry and broom encroachment from the adjacent road allowance; (4) evidence of trespass via authorized and unauthorized footpaths; and (5) signage in need of replacement.

Recommendation: (1) Seek permission from new covenant owners to continue invasive species management. (2) Replace damaged covenant sign and install additional signs where unauthorized footpaths have developed; signs have been made and are ready for installation.

Old Divide NAPTEP Covenant was monitored by Jemma Green and Aislyn King with the covenant owner on June 1, 2022. The covenant was found to be in compliance with the Natural Area Protection Tax Exemption Program and no management concerns were identified.

Owl's Call NAPTEP Covenant was monitored by Kathleen Reimer, RPBio and Steve Sigurgeirson of Salt Spring Salmon Enhancement Society on October 18, 2022 at the request of the landholder and as allowed by the covenant agreement. The covenant was found to be in compliance with the Natural Area Protection Tax Exemption Program.

The monitors noted that a significant amount of rock and gravel had been deposited in Fulford Creek during last fall's extreme flooding events, blocking the channel as it runs through the Covenant Area and cutting off the pond. They proposed restoring the channel with the help of Salt Spring Salmon Enhancement Society.

Recommendation: Request and review a detailed description of the proposed stream channel restoration plan to ensure compliance with the Covenant Agreement and support the project as resources permit.

Polden NAPTEP Covenant was monitored by Jemma Green and Aislyn King with a member of Salt Spring Island Conservancy and the covenant owner on June 1, 2022. The covenant was found to be in compliance with the Natural Area Protection Tax Exemption Program.

Of ongoing management concern are Scotch broom infestations in ridgetop clearings and English holly infestations in the forest at the south end, which are being diligently managed by the covenant owner. A secondary management concern is trespass by neighbours using unauthorized trails through the south end of the property.

Recommendation: (1) Support the covenant owner to manage invasive species. (2) Provide signage to discourage trespass.

Richardson NAPTEP Covenant was monitored by Jemma Green and Aislyn King on May 31, 2022. The covenant was found to be in compliance with the Natural Area Protection Tax Exemption Program.

Litter around the residential area and along the road and trail continues to be a management concern; however, the covenant owner has made efforts to assist with cleanup in 2022. Ongoing invasive species concerns include a Himalayan blackberry infestation next to the dug pond, a thistle infestation encroaching out of the residential area, and bamboo planted near the covenant boundary. Finally, a discrepancy was noted in one of the corners of the residential area: a fencepost appears to have been replaced 1-2 metres into the covenant area; however, there is a possibility that the actual boundary and the surveyed residential area have always been in disagreement. A more focussed survey is needed to confirm.

Recommendation: (1) Remind the covenant owner to be mindful of keeping litter out of the covenant area. (2) Continue to encourage the covenant owner to mow the thistle infestations within the exclusion area, ideally when plants are at the bud stage. (3) Thoroughly survey the residential area boundary to confirm whether the fence line needs to be corrected.

Walter Bay NAPTEP Covenant was monitored by Jemma Green and Aislyn King on September 13, 2022. The covenant was found to be in compliance with the Natural Area Protection Tax Exemption Program.

The monitors observed a dramatic change in the composition and course of the Mawhinna Creek channel following the previous year's flooding events. There was high survival of native riparian plants planted in February 2022 through a Healthy Watersheds Initiative-funded project. Ongoing management concerns include infestations of English holly throughout the forest; English ivy above the shore and along the riparian area; and thistles and English hawthorn in the field area.

Recommendation: (1) Continue to manage English holly and English ivy in riparian and forest areas. (2) With covenant owner and co-covenant holder cooperation, develop a restoration plan for (a) the field area, which is dominated by exotic and/or invasive species and (b) the shoreline, which will require special care for ivy control to protect the shell midden.

Wennanec NAPTEP Covenant was monitored by Jemma Green and Aislyn King on July 19, 2022. The covenant was found to be in compliance with the Natural Area Protection Tax Exemption Program.

Invasive species concerns include 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 covenant owner is attempting to manage. The monitors opportunistically removed gorse and Scotch broom during their survey.

Recommendation: Support the landholder with gorse, Scotch broom and English holly management.



REQUEST FOR DECISION

To: Islands Trust Conservancy Board **For the Meeting of:** January 24, 2023
From: Nuala Murphy, Property Management Specialist **Date Prepared:** January 6, 2023

SUBJECT: Islands Trust Conservancy Nature Reserve Monitoring Report 2022

RECOMMENDATION: That the Islands Trust Conservancy accept the “Islands Trust Conservancy Nature Reserve Monitoring Report 2022.”

1 **PURPOSE:** To review the Islands Trust Conservancy Nature Reserve Monitoring Report for 2022.

2 **BACKGROUND:**

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

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

The Islands Trust Conservancy Nature Reserve Monitoring Report 2022 provides the monitoring results for 32 of the 33 ITC-owned nature reserves. The Laughlin Lake Nature Reserve was not done as it is directly adjacent to the Laughlin Lake Nature Reserve Covenant managed by Galiano Conservancy Association, which was also not monitored this year.

This year all of the monitoring was completed by ITC staff except for Horton Bayviary Nature Reserve (Mayne Island). Mayne Island Conservancy Association is the covenant holder and management group and has been contracted by ITC since 2009 to complete the monitoring as the Horton Bayviary Nature Reserve is the only ITC protected area on Mayne Island.

The monitors were responsible for organizing and conducting site visits, filling out the site monitoring form, recording the monitoring route taken and taking photos of sites of interest. ITC monitors frequently visit sites with conservation partners who hold conservation covenants on the nature reserves. Covenant monitors also note concerns regarding the conservation covenant if observed. 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 2022. For nature reserves, a general assessment has been made regarding achievement of management objectives and public safety issues.

Issues identified in this report:

1. **McFadden Creek Nature Sanctuary, Salt Spring Island:** Great Blue Herons found nesting after an absence of over 20 years. ITC worked with the Salt Spring Island Conservancy (SSIC) to initiate a stewardship program with neighbours of the McFadden Creek Nature

Sanctuary. The program provides information about the importance of the nature sanctuary and ways that neighbours can help support it. A brochure about the herons was produced as part of the program. A handful of neighbours have been in contact for site visits so far and staff will continue to work with the SSIC to arrange stewardship visits with neighbours as required.

2. **Ruby Alton Nature Reserve, Salt Spring Island:** Erosion and under cutting of the creek needs to be evaluated by an aquatic ecologist to assess the proper functioning condition of the creek and to give practical measures to mitigate the impact of future high-energy flow events. Staff will develop an Invitation to Quote to contract a qualified professional in this area. An arborist has been onsite to evaluate a large undercut Western redcedar tree near the house which has been evaluated as low risk but ways to avoid further damage after high water flow events need to be assessed.
3. **Sandy Beach Nature Reserve, Keats Island:** Trail improvement is required on the overgrown section from the beach to ensure the public stay on the nature reserve and do not enter adjacent private property. Steps are required in a steep section. Staff will work to find a contractor to build steps as well as install signage as outlined in the first management plan approved in 2022.
4. **Long Bay Wetland Nature Reserve, Gambier Island:** Removal of invasive species is a high priority as there is an abundance of English holly on site. Staff will work with the Gambier Island Conservancy to continue the removal work started last spring with another work party in February/March 2023 for removal and chipping. Restoration efforts of planting and caging of vegetation continue to improve the former logged and gravel pit sites both here and at Brigade Bay Bluff Nature Reserve.
5. **Link and Saturnina Island Nature Reserves:** An Invitation to Quote is underway to obtain a contractor(s) to complete the first management plans for these new nature reserves and bids are due in by January 11, 2023.

3 IMPLICATIONS OF RECOMMENDATION

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

FINANCIAL: The property management budget is allocated each year depending on available funds and the work that is most needed, balanced between all ITC protected areas, nature reserves and conservation covenants.

POLICY: Consistent with existing policy.

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

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

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. However, the time spent on each property is short and usually only once a year, that is a constraint on the amount of information that can be collected. A climate project is in process which will help us determine the best methods for collecting data.

OTHER: None

4 RELEVANT POLICY(S):

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

5 ATTACHMENT(S): Islands Trust Conservancy Nature Reserve Monitoring Report 2022

RESPONSE OPTIONS

Recommendation:

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

Alternative: That the Islands Trust Conservancy accept the “Islands Trust Conservancy Nature Reserve Monitoring Report 2022,” amended as follows:

[insert recommended amendments]

Prepared By: Nuala Murphy, Property Management Specialist

Reviewed By/Date: Kate Emmings, ITC Manager / January 9, 2023

Islands Trust Conservancy Nature Reserve Monitoring Report 2022



Large Western yew tree. Kwel Nature Reserve, Lasqueti Island

Prepared By:

Nuala Murphy, Property Management Specialist
Islands Trust Conservancy
December 14, 2022

Executive Summary

Islands Trust Conservancy (ITC) nature reserves are monitored annually to assess the character and key features of the protected areas, evaluate the effectiveness of the management program and to identify any new issues that need to be addressed. Relationship building is a key focus and there is great value to meeting all the property management partners on-site to discuss and observe past and future work and plan for the year ahead. Management partners include conservation covenant holders, local management groups, as well as volunteer wardens and neighbours. There was a good turnout of management partners in 2022 and it was a very productive monitoring season.

In May to October 2022, thirty-two of the thirty-three ITC nature reserves were monitored:

- ITC staff, including a co-op student, Conservation and GIS Technician Aislyn King, completed monitoring on all but two of the nature reserves.
- Laughlin Lake Nature Reserve Addition, Galiano Island was not visited this year as it is monitored in conjunction with the Laughlin Lake Nature Reserve Covenant owned by Galiano Conservancy Association. Because the area is managed by the Galiano Conservancy Association, the Laughlin Lake Nature Reserve Covenant and the Laughlin Lake Nature Reserve were considered a low risk for a breach/trespass and were not monitored in 2022 to assist ITC staff to manage high workloads.
- Horton Bayviary Nature Reserve on Mayne Island was monitored by the Mayne Island Conservancy Society to save on travel costs as it is the only ITC protected area on Mayne Island. Mayne Island Conservancy Society has monitored Horton Bayviary Nature Reserve since 2009.

Time constraints due to travel time and the large size of some of the nature reserves make it impossible to cover entire areas. Every effort is made to look over the areas of most use and where trespass and other issues are most likely to occur. A monitoring route map is made to record what areas were walked and to ensure that missed areas are visited in the next year. Recommendations have been made where actions are required, unless the issue is already being addressed. A general assessment has been made regarding achievement of management objectives and public safety issues.

Monitoring summaries for each nature reserve are noted in this report grouped by local trust area/island municipality. Full monitoring forms, images and maps for each property are on file and available as needed.

Bowen Island

David Otter Nature Reserve was visited on September 8, 2022 by Nuala Murphy. The neighbour and volunteer warden were available for a conversation, but they did not have time to walk the land. There were no public safety issues identified in the reserve and the objectives of the management plan are generally being met.

Recommendation: Invasive species removal work to identify and remove areas of English holly.



Fairy Fen Nature Reserve was visited on September 8, 2022 by Nuala Murphy. There were no public safety issues identified in the reserve and the objectives of the management plan are generally being met. *Photo: Fairy Fen Signage*

Recommendation: Invasive species removal work to identify and remove areas of English holly. Work with Metro Vancouver to identify any impacts of the new plan for an adjacent regional park at Cape Roger Curtis.

Singing Woods Nature Reserve was visited on September 8, 2022 by Nuala Murphy. There were no public safety issues identified in the reserve and the objectives of the management plan are generally being met.

Recommendation: Invasive species removal work party to identify and remove areas of English holly and burdock.

Denman Island

Inner Island Nature Reserve was visited on May 17, 2022 by Nuala Murphy, accompanied by A. Blackburn (Denman Conservancy Association). There were no public safety issues identified in the reserve and the objectives of the management plan are generally being met.

Recommendation: Continue invasive species removal and stay informed with reed canary grass removal methods being trialed at other protected areas on Denman. Trail maintenance where erosion is occurring around tree roots and in wet areas by relocating on-site materials (bark mulch) to build up trails in these sections.

Lindsay Dickson Nature Reserve was visited on May 18, 2022 by Nuala Murphy accompanied by J. Thorton, and A. Blackburn (Denman Conservancy Association) and volunteer warden. There were no public safety issues identified in the reserve and the objectives of the management plan are generally being met.

Recommendation: Continue invasive species removal and trail maintenance.



Morrison Marsh Nature Reserve was visited on May 18, 2022 by Nuala Murphy accompanied by J. Thorton, and A. Blackburn (Denman Conservancy Association). There were no public safety issues identified in the reserve and the objectives of the management plan are generally being met. *Photo: View of Morrison Marsh*

Recommendation: Continue invasive species removal, a large patch of *Daphne* was discovered.

Valens Brook Nature Reserve was visited on May 17, 2022 by Nuala Murphy accompanied by A. Blackburn (Denman Conservancy Association). There were no public safety issues identified in the reserve and the objectives of the management plan are generally being met. *Photo: View of Valens Brook from the ridge*

Recommendation: Continue invasive species removal, abundant English holly. Look into working with on-island groups to install a flow gauge/height monitoring for Valens Brook. Some study plots may be installed with UBC Conservation Decisions Lab to aid climate change research.



Gabriola Island



Burren's Acres Nature Reserve was visited on June 10, 2022 by Nuala Murphy and Aislyn King accompanied by the volunteer warden. The objectives of the management plan are generally being met. There were no safety issues identified in the reserve. *Photo: Sandstone outcrop in wet meadow*

Recommendation: Continue invasive species removal, small patches of English holly and Himalayan blackberry found. Trail maintenance required.

Coats Millstone Reserve was visited on June 10, 2022 by Nuala Murphy and Aislyn King accompanied by L. Griffith and D. Lewis (Gabriola Historical and Museum Society). 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 and it remains closed to the public.

Recommendation: Continue invasive species removal, Scotch broom. Possible amphibian surveys.

Elder Cedar Nature Reserve was visited on June 10, 2022 by Nuala Murphy and Aislyn King, accompanied by A. Landry, B. Moerkerken and L. Skinner (Gabriola Land and Trails Trust). Twenty Douglas-fir tree seedlings from the 'Trees for Tomorrow' program that were planted and caged in the meadow in fall 2020 did not have a high survive rate most likely due to lack of watering during the heat events of the summer of 2021. Management objectives for the reserve are generally being met. No public safety issues were identified in the reserve.

Recommendation: Continue invasive species removal (reed canary grass) and trail maintenance. Arborist to be contacted to evaluate possible danger trees along trail. Fix broken signage. Climate

change research project plots by the UBC Conservation Decisions Lab were approved in 2022 but not installed, waiting to see if they will be installed in 2023 for research over the next two to ten years.

Link Island Nature Reserve was visited on June 9, 2022 by Nuala Murphy, Aislyn King and Carmen Smith accompanied by P. Chapman (Nanaimo and Area Land Trust), R. Brockley, H. Skinner and N. Johnston (Gabriola Land and Trails Trust). Ren Ferguson (ITC Contract Biologist) was on the island doing Western Screech-Owl surveys. This was the first monitoring visit since the donation to ITC as a nature reserve and the new covenant with both NALT and GaLTT. The first management plan is underway to guide objectives and no trespass or public safety issues were identified.

Recommendation: Continue invasive species removal, reed canary grass found. Install “No Entry” signs to dissuade trespassing.

Saturnina Island Nature Reserve was visited on July 21, 2022 by Nuala Murphy and Aislyn King, accompanied by, A. Landry, A. Thomas, F. Shoemaker (Gabriola Land and Trails Trust) and P. Grey and I. Grey (BC Marine Trails). This was the first monitoring visit since ITC signed the lease to manage the island as a nature reserve. Saturnina Island is owned by BC Parks Foundation. The first management plan is underway to guide objectives. *Photo: View from isthmus of the north side of the island showing day trippers with dog who arrived by motor boat and kayak.*



Recommendation: Organize invasive species removal, there are large patches of English ivy, Scotch broom, tansy ragwort, and smaller areas of English holly and Himalayan blackberry.

Galiano Island

Laughlin Lake Nature Reserve Addition was not visited this year as it is monitored in conjunction with the Laughlin Lake Nature Reserve Covenant which is owned by Galiano Conservancy Associations. With Board approval, Laughlin Lake Nature Reserve Covenant was not monitored this year as it was considered at low risk for breaches and management concerns.

Trincomali Nature Sanctuary was visited on September 21, 2022 by Nuala Murphy and Aislyn King accompanied by volunteer warden. The management objectives for the reserve are generally being met. Galiano Conservancy Association has taken over as management group instead of Habitat Acquisition Trust and completed Scotch broom removal in the cliffs area in the fall. No public safety issues were identified in the reserve.

Recommendation: Continue invasive species removal, tansy ragwort is becoming a problem and tree limbing is required near the neighbour’s home to reduce fire risk where the trees are close to the house on the property boundary.



Vanilla Leaf Land Nature Reserve was visited on September 21, 2022 by Nuala Murphy and Aislyn King, accompanied by C. Miltner (Galiano Conservancy Association). The management objectives for the reserve are generally being met. No public safety issues were identified in the reserve. *Photo: New directional signage at Beaver Swamp wetland*

Recommendation: Map and remove English holly.

Gambier Island

Brigade Bay Bluffs Nature Reserve was visited on September 10, 2022 by Nuala Murphy accompanied by P. Scholefield (Gambier Island Conservancy), P. Klassen (Gambier Island Conservancy and Brigade Bay owners group), S. Senger (Sunshine Coast Conservancy Association), and T. Loh (BC Parks Foundation- Community Science Manager- *Large, Old Trees of BC iNat project*), as well as two Brigade Bay and two Sea Ranch neighbours. Restoration area of planted trees is doing well. The management objectives for the reserve are generally being met and no public safety issues were identified in the reserve. *Photo: Observing growth and survival of planted trees*



Recommendation: Invasive species removal of tansy. Remove cages from trees that are growing too large and repair those that have fallen.

Long Bay Wetland Nature Reserve was visited on September 10, 2022 by Nuala Murphy accompanied by P. Scholefield (Gambier Island Conservancy), P. Klassen (Gambier Island Conservancy and Brigade Bay owners group), S. Senger (Sunshine Coast Conservancy Association), and T. Loh (BC Parks Foundation- Community Science Manager- *Large, Old Trees of BC iNat project*), as well as two Brigade Bay and two Sea Ranch neighbours. The planted trees from March 2021 in the restoration area have suffered from drought conditions. A work party in March 2022 to remove English holly made a great start (385 plants removed) but there is a huge amount over a vast area. The management objectives for the reserve are generally being met and no public safety issues were identified in the reserve.

Recommendation: Invasive species removal needs to continue especially for infestations of English holly. Remove cages from trees that are growing too large and repair those that have fallen.



Mount Artaban Nature Reserve was visited on September 10, 2022, by Nuala Murphy accompanied by P. Scholefield (Gambier Island Conservancy), P. Klassen (Gambier Island Conservancy and Brigade Bay owners group), S. Senger (Sunshine Coast Conservancy Association), and T. Loh (BC Parks Foundation- Community Science Manager- *Large, Old Trees of BC iNat project*), as well as two Brigade Bay neighbours. It is a steep and difficult trail and does not get a high degree of use. The trail route has been kept clear of fallen logs by volunteer P. Klassen who has 'adopted' this section of trail. The management objectives for the reserve are generally being met and no public safety issues were identified.

Photo: Measuring a large Douglas-fir for the Large, Old Trees of BC project on iNaturalist

Keats Island

Sandy Beach Nature Reserve was visited on September 9, 2022 by Nuala Murphy accompanied by D. Rogers (Gambier Island Local Trust Area trustee), J. Lepin (Baptist Convention), W. Kaulbach (Keats Island Conservancy 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: Trail improvement and stairs are required on the overgrown section from the beach to ensure the public stay on the nature reserve and do not enter adjacent private property. Signage at key trail junctures and property boundaries needed.

Lasqueti Island

John Osland Nature Reserve was visited on May 19, 2022 by Nuala Murphy accompanied by W. Schnieble, J. Schwartz and A. Kukolj (Lasqueti Island Nature Conservancy) and E. Barnewall (Nanaimo and Area Land Trust). Beaver presence has resulted in water level rise, which has resulted in having to move the location of the restoration fenced areas as they filled with water. The management objectives for the reserve are being met and no public safety issues were identified. *Photo: Western redcedar chewed by beaver*



Recommendation: Monitor beaver activity and water levels. Change plans from original enclosure locations to higher ground. Wood duck boxes now difficult to access. Continue invasive species removal.

Photo: Wood duck nest box in 2021 (below left) vs 2022 (below right) with water level rise



Kwel Nature Sanctuary was visited on May 20, 2022 by Nuala Murphy accompanied by E. Barnewall (Nanaimo and Area Land Trust) and W. Schnieble, J. Schwartz and A. Kukolj (Lasqueti Island Nature Conservancy). The management objectives for the reserve are being met and no public safety issues were identified.

Recommendation: Remove metal litter found in the southeast corner by the road.

Mount Trematon Nature Reserve was visited on May 19, 2022 by Nuala Murphy accompanied by W. Schnieble, J. Schwartz and A. Kukolj (Lasqueti Island Nature Conservancy) and E. Barnewall (Nanaimo and Area Land Trust). New fenced area plot put in place in October 2021 and planting has begun to begin a multi-year research project on the effects of browse of sheep and deer. The management objectives for the reserve are being met and no public safety issues were identified.

Recommendation: Monitoring is important to ensure ungulates do not get into the fenced areas. Continue invasive species removal.

Salish View Nature Reserve was visited on May 20, 2022 by Nuala Murphy accompanied by E. Barnewall (Nanaimo and Area Land Trust) and W. Schnieble, J. Schwartz and A. Kukolj (Lasqueti Island Nature Conservancy). Restoration planting around the pond enclosure is doing well and more plants were placed in the fencing in October 2021. The management objectives for the reserve are being met and no public safety issues were identified.

Recommendation: Monitoring is important to ensure ungulates do not get into the fenced areas. Continue invasive species removal is required.

Mayne Island

Horton Bayviary Nature Reserve was visited on July 5, 2022 by M. Dunn (Mayne Island Conservancy Society). Enclosures and twenty-nine trees and twenty shrubs were installed in February 2022. All plants were grown in the Mayne Island Conservancy Society's native plant nursery and planted from one-gallon containers. Western red cedar (10), Douglas-fir (12), grand fir (2), big leaf maple (3), hemlock (2), snowberry (12), red flowering currant (4), and oceanspray (4). The management objectives for the reserve are being met and no public safety issues were identified.

Recommendation: Continue to monitor the restoration to help improve the understory health and to combat shoreline erosion.

Photo: Photo point 3 March 2022 when fencing was installed (below left) vs July 2022 (below right) with understory growth



North Pender Island



Medicine Beach (E,HO,) Nature Sanctuary was visited on July 28, 2022 by Nuala Murphy and Aislyn King accompanied by G. Boffey, E. O'Brien, H. Stoakes (Pender Islands Conservancy Association). The management objectives for the reserve are being met and no public safety issues were identified. *Photo: View into marsh from the south*

Recommendation: Place a log to deter use on unauthorized trail that goes steeply down from view point bench to Shell Beach. Replace fence by marsh

and parking area in the next fiscal year. Yellow Flag Iris seen this spring blooming in the marsh is to be removed.

Lisa Baile Nature Reserve was visited on July 28, 2022 by Nuala Murphy and Aislyn King accompanied by G. Boffey, E. O'Brien, H. Stoakes (Pender Islands Conservancy Association) and the volunteer warden. The management objectives for the reserve are being met and no public safety issues were identified.

Recommendation: Install signage on the road to avoid trespass.

Salt Spring Island

Cyril Cunningham Nature Reserve was visited on July 26, 2022 by Nuala Murphy and Aislyn King accompanied by R. Bevington (Salt Spring Island Conservancy). Five pairs of artificial cover objects (ACOs) were installed in March 2021 and are part of an ongoing survey contract for Sharp-tailed Snakes and one snake was found in March 2022, the first to be found in this area. The management objectives for the reserve are being met and no public safety issues were identified. *Photo Credit L. Matthias: Sharp-tailed Snake found and photographed by contractors March 23, 2022*



Recommendation: Begin an invasive species removal program as some clusters of English holly were found.

Deep Ridge Nature Reserve was visited on June 22, 2022 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 June 22, 2022 by Nuala Murphy. Planting and caging on heavy use areas was done in February 2022 (ten trees - Douglas-fir (6), maple (2) and cedar (2), and eight shrubs - oceanspray (5) and snowberry (3) planted in seven small metal enclosures to prevent trail widening and erosion). Species survival looks excellent with 100% survival so far. A danger tree (a large Arbutus branch caught up in a tree) along the trail was seen by the Nature Conservancy of Canada monitor in October 2022 and was removed by the Salt Spring Trail and Nature

Club. The management objectives for the reserve are being met and no public safety issues were identified. *Photo: Caged ocean spray along the trail*

Recommendation: Continue invasive species removal and monitoring species survival of the caged planting and add more vegetation in a few key areas of erosion.

McFadden Creek Nature Sanctuary (MCNS) was visited July 26, 2022 by Nuala Murphy and Aislyn King, accompanied by R. Bevington (Salt Spring Island Conservancy-SSIC). An outreach program to give information to the neighbours about the importance of MCNS with a brochure about herons (sent to 161 landowners with lands within a 1 km radius of MCNS) began in February 2022. A few neighbours have been in contact to arrange stewardship visits with SSIC. After many years of absence, herons were seen nesting on this visit. Climate change research project plots were installed by the UBC Conservation Decisions Lab in March 2022 for research over the next two to ten years. The management objectives for the reserve are being met and no public safety issues were identified.

Recommendation: Plan a visit in spring 2023 to survey heron nesting with an avian specialist. Continue invasive species removal and garbage and wire fence removal.



Ruby Alton Nature Reserve was visited on June 22, 2022 by Nuala Murphy. The monitor spoke with the caretakers on site. Atmospheric rivers last fall and winter caused undercutting of the stream by the house and erosion on steep areas near the shoreline. The management objectives for the reserve are being met and no public safety issues were identified. *Photo: Undercut banks by stream and house from fall 2021 atmospheric river*

Recommendation: Arborist to evaluate the large Western redcedar undercut by the stream near the house. Bring in aquatic ecologist to assess the proper functioning condition of the creek and to give practical measures to mitigate the impact of future high-energy flow events. Continue with invasive species removal and begin restoration planting.

Thetis Island

Fairyslipper Forest Nature Reserve was visited on May 2, 2022 by Nuala Murphy, accompanied by S. Cottell (Cowichan Community Land Trust), and A. Eriksson and C. Fesnoux (Thetis Island Nature Conservancy). The management objectives for the reserve are generally being met and no public safety issues were identified in the reserve. *Photo: Kiosk in parking area*



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

Moore Hill Nature Reserve was visited on May 2, 2022 by Nuala Murphy accompanied by R. Wiles and B. Coates (Cowichan Community Land Trust) and A. Eriksson and C. Fesnoux (Thetis Island Nature Conservancy). The management objectives for the reserve are generally being met and no public safety issues were identified in the reserve.

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



REQUEST FOR DECISION

To: ITC Board **For the Meeting of:** January 24, 2023
From: Staff **Date Prepared:** January 16, 2023
SUBJECT: 2026-2030 ITC Plan Project Charter

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

1 PURPOSE: To define the scope, budget and timeline for the development of the 2026-2030 ITC Plan including an early and meaningful engagement process with First Nations.

2 BACKGROUND:

The *Islands Trust Act* requires that the ITC prepare and submit to the Minister, at least once every five years, a Trust Fund Plan (ITC Plan), including policies on acquisition, management, and disposal of property, investment of money, goals for major acquisitions, and other matters as required.

The ITC Plan is administrative in nature, and includes ITC policies on land acquisition, management and disposition of land, and investment of funds. More recently, it has also summarized the goals of the draft Regional Conservation Plan¹.

At its November 2022 meeting, the ITC Board considered a draft three-year interim ITC Plan and passed the following resolutions.

ITC-2022-050

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board approve the draft 2023-2025 Islands Trust Conservancy Interim Plan and direct staff to forward it to the Minister of Municipal Affairs by December 31, 2022, for review and approval.

ITC staff have forwarded the 2023-2025 Interim ITC Plan to the Minister for review and approval, along with a record of engagement with First Nations.

The 2023-2025 Interim ITC Plan was drafted as an 'interim' plan as the ITC Board, when considering an early draft in May 2022, felt that there was inadequate time for meaningful engagement with First Nations. This view was shared by many First Nations during the referral process for the 2023-2025 Interim ITC Plan. To provide an opportunity for more meaningful First Nations engagement, the ITC Board passed the following resolution at its May 2022 meeting:

¹ It is important to distinguish between the Trust Fund Plan, which requires Ministerial approval under the *Islands Trust Act*, and the Regional Conservation Plan, which provides science-based operational direction to the Islands Trust Conservancy Board and its staff. The documents are complementary, but serve different functions.

ITC-2022-025

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board direct staff to prepare a Project Charter for the next ITC Five-Year Plan (2026-2030) with an emphasis on First Nations engagement.

Staff have drafted a Project Charter for the 2026-2030 ITC Plan for consideration by the ITC Board.

3 IMPLICATIONS OF RECOMMENDATION:

ORGANIZATIONAL: The 2026-2030 ITC Plan will direct the work of the ITC for the duration of the plan. The early focus of plan development will be on First Nations engagement and will require ITC Manager time to issue a Request for Proposals for contractor support for First Nations engagement and ongoing ITC Manager support of the engagement process throughout 2023/24 and early 2024/25. It is hoped that the successful RFP proponent will be able to take on most of the planning of and outreach work to First Nations and coordination of related meetings. Some ITC coordination support may be required.

As the project moves into the 2024/25 fiscal year, ITC Manager and select staff time will be required to review policies and strategies affected by the ITC Plan and ITC manager time will be needed to draft the 2026-2030 ITC Plan. The beginning of the 2025/26 fiscal year will be dedicated to referrals processes and plan edits and will also be a part of the ITC Manager work program.

Because the development of the ITC Plan is heavily reliant on allocated work program for the ITC Manager, the ITC Manager will not be available for other projects over this timeframe without consideration of changes to the 2026-2030 ITC Plan Project Charter.

Throughout the project, the ITC Manager will liaise with, and seek advice from, the Senior Intergovernmental Policy Advisor and the Trust Area Services Director to ensure the First Nations engagement is coordinated with other engagements Trust bodies are undertaking and the engagement is done in a manner that respects the Islands Trust Conservancy Board's Reconciliation Declaration.

FINANCIAL: Approval of the 2026-2030 ITC Plan Project Charter includes approval of a \$35,000 project budget. \$25,000 of this budget amount will come from regularly approved ITC budgets, but the ITC Board has also requested a special \$10,000 project budget allocation from Trust Council (see attached business case). It is possible that the anticipated \$30,000 for First Nations engagement and honoraria will be an underestimate. In the event that more funds are required, staff will either recommend changes to existing 2023/24 ITC budget allocations, consider external funding options such as grant funding, or will recommend further funding from Trust Council in the 2024/25 fiscal year. The ITC Board will be advised of any increased budget and will be asked to review and approve updated plans for income and expenses.

POLICY: It is likely that changes to policy will be required as part of the development of the 2026-2030 ITC Plan. These will be identified in late 2024 following the conclusion of First Nations engagement.

IMPLEMENTATION/COMMUNICATIONS: Staff will initiate a Request for Proposals (RFP) for First Nations engagement and will proceed as described in the Project Charter. Local trust committees, Bowen Island Municipality and Executive Committee will receive a brief update on the project in the ITC Board Report sent out following the January meeting. Staff will also liaise with Ministry of Municipal Affairs staff to ensure the engagement approach and methods are satisfactory to the Ministry.

FIRST NATIONS: The Project Charter for the 2026-2030 ITC Plan development includes a clear direction for increased engagement of First Nations. It is hoped that this increase in engagement will result in stronger relationships with First Nations in the region and information that will assist the ITC Board in refinement of ITC policies, strategies and plans.

CLIMATE CHANGE: The 2026-2030 ITC Plan will include information on ITC's land management and securement policies and strategies. These policies and strategies will include information related to impacts of climate change on ecosystems of the Islands Trust Area.

OTHER:

ITC Regional Conservation Plan

The ITC Regional Conservation Plan expires at the end of 2027. First Nations engagement for the ITC Plan will inform the next iteration of the ITC Plan and will also assist staff to scope out needs for First Nations engagement for development of the next Regional Conservation Plan.

Reconciliation Actions Plan

In October 2020, the ITC Board passed the following resolution:

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.

Despite attempting to clear space in the work programs of ITC staff in 2022 to allow ITC staff to focus on the Reconciliation Action Plan, capacity and expertise to develop the ITC Reconciliation Action Plan have been limited and the Plan has not been drafted. Actions to engage First Nations for the ITC Plan and responses to engagement will inform development of the Reconciliation Action Plan, but it is anticipated that work on the 2026-2030 ITC Plan will delay creation of an ITC Reconciliation Action Plan to 2026 unless other internal resources can be found to draft the Reconciliation Action Plan.

4 RELEVANT POLICY(S):

[Islands Trust Act, Sec. 44](#)

[ITC Reconciliation Declaration](#)

5 ATTACHMENT(S):

- 1) Project Charter: 2026-2030 ITC 5-Yr Plan Development - Charter v1 (Draft)
- 2) Short-form Business Case – Islands Trust Conservancy (ITC) Plan: First Nations Engagement Project - \$10,000

RESPONSE OPTIONS

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

Alternatives: That the Islands Trust Conservancy (ITC) Board approve the Project Charter, dated January 24 2023, for the development of the 2026-2030 ITC Plan, with the following amendments:

- *[insert amendments]*

Prepared By: Kate Emmings, Islands Trust Conservancy Manager

Reviewed By / Date: Clare Frater, Director, Trust Area Services / January 16, 2023

2026-2030 ITC 5-Yr Plan Development - Charter v1 (Draft)

Islands Trust Conservancy

Date: January 24, 2023

Purpose To develop a 2026-2030 Five-Year Trust Fund Plan (ITC Plan) that includes opportunities for early and meaningful engagement with First Nations.

Background Under the *Islands Trust Act* the Islands Trust Conservancy must submit a Trust Fund Plan (ITC Plan) to the Minister at least every five years. The ITC Plan must include: (a) policies on acquisition, management and disposal of property; (b) policies on investment of money; (c) goals for major acquisitions of property; and, (d) other matters as required by the Minister. The current ITC Interim Plan (Draft) is with the Minister for approval and expires in 2025. It was created as an interim plan to provide the ITC Board with sufficient time to engage with First Nations in an early and meaningful way for the 2026-2030 ITC Plan.

Objectives

- Early and meaningful engagement with First Nations
- Engage with partners and Islands Trust bodies to solicit input into a draft Plan
- Create a Plan that upholds the intent of the Reconciliation Declaration
- Incorporate the intent of other strategic documents into the plan

In Scope

- Outreach to and meetings with First Nations to engage them in plan development prior to first draft
- Referral of draft plan to partners and Trust bodies
- Board Retreat(s)
- Review of policies
- High level review of ITC strategies
- Use of information to inform Reconciliation Action Plan

Out of Scope

- Public engagement/consultation
- Engagement of partners and trustees in development of the plan (i.e. workshops for plan development, etc.)
- Fundraising for plan development
- Significant research or mapping
- Development of significant communications materials

Workplan Overview

Deliverable/Milestone	Date
Secure contractor support for First Nations engagement	April 1, 2023
First Nations Engagement Plan complete	May 31, 2023
First Nations Engagement	June 2023 to June 2024
Review of ITC policies/strategies complete	November 15, 2024
ITC Plan development complete, Board approval of Draft ITC Plan	March 31, 2025
Referrals to First Nations, conservancy partners, local trust committees/ Bowen Municipal Council, Trust Council	April–September, 2025
Revisions completed and final plan approved by ITC Board	November 30, 2025
Final plan sent to Minister for approval	December 15, 2025

Project Team

Director, Trust Area Services	Project Sponsor/ Islands Trust and Ministry Liaison
ITC Manager	Project Manager
ITC Team	Project collaborators
Contractor (TBD)	Coordinate First Nations Engagement

Budget

Budget Source: ITC Budget (Conservation Planning, Meetings, Travel & Communications) & Project Budget

Item	Cost
2023/24 & 2024/25: First Nations Engagement (Contract)	\$20,000
2023/24 & 2024/25: Honoraria: (First Nations)	\$10,000
2023/24: Graphic Design	\$1,000
2023/24: Mtg expenses and travel	\$4,000
Total	\$35,000

Approved by:

ITC Board

Date:

Endorsement:

Resolution #: ITC-2023-XXX



**Budget Funding Request
Short-Form Business Case**

Completion of this form initiates a request to the management team, FPC, and ultimately Trust Council for allocation funding in the next fiscal year budget. The form is to be completed and submitted at the start of the decision making process. The business case forms part of the Annual Budget Process (refer to Islands Trust Council Budget Process Policy 6.3.i).

TO BE COMPLETED BY INITIATOR

Initiated by (name, title): Islands Trust Conservancy Board	<u>Budget Source</u> (select all that apply): <input type="checkbox"/> Specific Project Funding (select all that apply) <input type="checkbox"/> Third Party Contractors <input type="checkbox"/> Staff Travel Expense <input type="checkbox"/> Staff Overtime Expense <input type="checkbox"/> New Staff Member – Temporary for project <input type="checkbox"/> Computer Hardware/Software <input type="checkbox"/> Furniture & Equipment <input type="checkbox"/> Computer Hardware/Software/Supplies <input type="checkbox"/> New Staff Resources (see Staff Costing Tool) <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary Temp Duration: _____ <input checked="" type="checkbox"/> Other – please describe: <u>Capacity Funding: First Nations review and engagement, ITC Plan</u>
Business Area: Islands Trust Conservancy	
Name of Request: Islands Trust Conservancy (ITC) Plan: First Nations Engagement Project - \$10,000	
Date of Funding Request Submission: October 4, 2022	Funding Required for (date range): April 1, 2023 – March 31, 2024
ISSUE/OPPORTUNITY: <p>Islands Trust Conservancy (ITC) will begin development of the 2026-2030 ITC Plan in 2024 and the ITC Board is seeking capacity funding to support First Nations engagement in the early development of the ITC Plan. The ITC Plan is a requirement of the <i>Islands Trust Act</i> and must be developed at least every five years for approval by the Minister of Municipal Affairs. It must include policies on land acquisition and disposal, and management of financial assets. First Nations need the opportunity to provide input on how the plan impacts Section 35 rights.</p> <p>Many First Nations in the Islands Trust Area have expressed frustration with being brought into Islands Trust engagement processes late in the development of an initiative. First Nations have also communicated the challenges inherent in the fast turnarounds required in engagement processes. Providing capacity funding to assist First Nations with early and meaningful engagement in development of the ITC Plan will put the ITC Reconciliation Declaration into practice.</p>	

ITC Reconciliation Declaration

The Islands Trust Conservancy acknowledges that the islands and waters that encompass the Salish Sea have been home to Indigenous Peoples since time immemorial. We recognize that we are all intertwined in the ecosystems that are the lands, waters, culture, and ecology that embody this place.

The Islands Trust Conservancy will strive to create opportunities for knowledge-sharing, understanding and collaboration as people come together to preserve and protect the special nature of the islands within the Salish Sea.

The Islands Trust Conservancy is committed to the protection and preservation of this place through processes that respect and honour reconciliation and mutually respectful relationships with Coast Salish Indigenous Peoples. We express our recognition for the past, present, and future stewardship and knowledge that has been shared by Indigenous Peoples and are humbled and grateful.

June 16, 2019, on Ləkʷəŋən, METULIYE/Victoria, B.C.

Early and meaningful engagement of First Nations in development of the ITC Plan will address the following goals and objectives in the [Regional Conservation Plan](#):

Goal 2: Strengthen relationships with First Nations to identify and collaborate on shared conservation goals.

Objectives:

2.1 Amend or redraft policies, procedures, plans, document templates and reports to include acknowledgement and consideration of First Nations

2.4 In consultation with the Islands Trust, source funds and determine mechanisms to support First Nations collaboration (financial and capacity)

PROJECTED RESULTS/DELIVERABLES:

ITC Board anticipates that providing a long project timeline and capacity funding will encourage more First Nations to participate in development of the ITC Plan in a meaningful way. Added results may include:

- 1) An ITC Plan that incorporates First Nations input and meaningfully advances the ITC Reconciliation Declaration;
- 2) More robust relationships with First Nations, including establishment and growth of staff to staff and Board to Council relationships; and,
- 3) Improved understanding of First Nations wishes with respect to ITC policies and practices pertaining to land acquisition, disposal and management.

RISK ASSESSMENT:

Risk Factor	Mitigation
Low First Nations participation in ITC Plan engagement	ITC will extend the engagement period into 2024/25 and will request that any unspent funds carry forward into the next budget year, via resolution of the ITC Board, to continue First Nations engagement. In the event that there is low uptake from First Nations, ITC will include a description of engagement efforts in the briefing to the Minister and will do an evaluation of its work to engage First Nations to inform future efforts.
High First Nations participation in ITC Plan engagement	ITC will extend the engagement period into 2024/25 and will request additional capacity funding into 2024/25 as needed.
Staff vacancy: Islands Trust, Senior Intergovernmental Policy Advisor	Islands Trust currently has a vacancy for the position of Senior Intergovernmental Policy Advisor (SIPA). The SIPA acts as an important liaison for working with First Nations. Given that this position is currently unavailable for support, ITC Board anticipates needing to allocate additional ITC Manager time to support First Nations engagement.

Limited/no support from Provincial ministries (Municipal Affairs and Indigenous Relations and Reconciliation)	ITC may delay initiation of engagement if the relevant Provincial ministries are not available to provide guidance. Given that the ITC Plan requires approval from the Minister of Municipal Affairs (MAH), ITC anticipates that MAH will agree to work with the ITC on First Nations engagement. ITC will engage MAH early in the process to determine a reasonable timeline for MAH staff.
<p>ALTERNATIVES CONSIDERED:</p> <p><u>Option 1 Fully Funded First Nations Engagement (\$10,000)</u> Option 1 provides the desired funding level and is recommended. This option shows significant commitment towards engagement of First Nations and supports the ITC Regional Conservation Plan goals and objectives as well as the ITC Reconciliation Declaration.</p> <p><u>Option 2: Reduced Funding for First Nations Engagement with top up as needed from regular ITC budget areas (\$5,000)</u> ITC could proceed with early engagement of First Nations in the development of the ITC Plan with limited capacity funding. If there is significant uptake from First Nations, ITC could consider diverting funding from other program areas to support the initiative or could request additional funding from other units via a request to the Executive Committee. This option may result in decreased funding in other program areas or, if additional funding is unavailable, it may result in extended project timelines or reduced participation in the engagement process from First Nations.</p> <p><u>Option 3: Status Quo</u> ITC proceeds with development of the 2026-2030 ITC Plan with early engagement of First Nations without capacity funding. This option is not preferred as it is anticipated that First Nations will have limited ability to participate and this may damage relationships and delay/jeopardize approval of a new Plan.</p>	
<p>CRITICAL SUCCESS FACTORS:</p> <p>The following factors are important to success. The most critical of these is factor 4, availability of ITC Manager time. In the event that the ITC Manager time is unexpectedly diverted to other needs, the project will need to be delayed. Other factors can be mitigated as described above in the risk assessment.</p> <ol style="list-style-type: none"> 1) Support from Islands Trust Senior Intergovernmental Policy Advisor; 2) Engagement of Ministry of Municipal Affairs in development of First Nations communications; 3) Guidance from Ministry of Indigenous Relations and Reconciliation with respect to appropriate contacts with First Nations and engagement language; and, 4) Availability of ITC Manager time to manage the project. 	
<p>RECOMMENDED OPTION:</p> <p>Option 1 is recommended because it:</p> <ol style="list-style-type: none"> 1) Shows meaningful commitment to the ITC Reconciliation Declaration; and, 2) Meets the second goal of the ITC Regional Conservation Plan, including satisfying objectives to amend policies, procedures and plans to include consideration of First Nations and to collaborate with Islands Trust to source funds and finance added capacity for First Nations collaboration 	
<p>COST/BENEFIT ANALYSIS:</p> <p><u>Quantitative Analysis:</u> The recommended option will require a \$10,000 budget commitment for 2023/24.</p> <p><u>Qualitative Analysis:</u> The recommended option will yield qualitative benefits in the development of relationships with First Nations in the Islands Trust area. ITC hopes that this will lead to progress in Reconciliation, including improved policies on land acquisition/disposal and land management.</p>	

PURCHASING PROCEDURE:

ITC will offer a set amount for each First Nation for capacity funding (e.g. \$1,500). This amount will be directly awarded to First Nations who are able to participate in engagement.

PROPOSED IMPLEMENTATION STRATEGY:

ITC will:

- 1) Develop an outreach strategy with support from Ministry of Municipal Affairs and Ministry of Indigenous Relations and Reconciliation;
- 2) Send out invitations to First Nations to participate in engagement;
- 3) Coordinate meetings with First Nations staff and/or councils to share information about ITC and to learn about First Nations interests;
- 4) Synthesize First Nations input in a report for the ITC Board to assist in the development of the ITC Plan.

STAFF RESOURCING:

This initiative will be accomplished with existing staff resources. If the engagement is successful, it is anticipated that it will require approximately seventy hours of the ITC Manager time over the course of the 2023/24 fiscal year for project management and twenty hours each for the Trust Area Services Director, ITC Ecosystem Protection Specialist, Property Management Specialist, Covenant Management and Outreach Specialist and Species at Risk Program Coordinator. ITC Administrative Assistant support will also be required to manage correspondence and filing; this is anticipated at under ten hours over the course of the project. ITC would also benefit from support from the Islands Trust Senior Intergovernmental Policy Advisor (SIPA) should that position be filled and on-boarded prior to initiation of this project. ITC Manager will work with the Directory of TAS to determine appropriate time allocation of the SIPA. Improving First Nations engagement and working with First Nations in areas of mutual interest is currently an anticipated part of ITC work programs and is a goal of the Regional Conservation Plan.

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION:

This engagement will be the first time ITC has communicated with First Nations so early in the development of the ITC Plan. ITC intends to collaborate with Islands Trust staff, Ministry of Municipal Affairs and Ministry of Indigenous Relations and Reconciliation to seek their expertise.

Kate Emmings, Manager, Islands Trust Conservancy
Initiator Name, Title

September 27, 2022
Date

Clare Frater, Director, Trust Area Services
Reviewed by Department Lead: Name, Title

September 28, 2022
Date

REVIEWED BY ISLANDS TRUST CONSERVANCY (ITC) BOARD:

Date received: October 4, 2022

Accepted by ITC Board: ☒ YES ☐ NO

Next steps:

- If accepted by ITC Board:
 - the business case will be forwarded to FPC for review in October of each year.
 - the funding for the request will be included in Draft 1, Version 1 of the budget which is reviewed by FPC in October of each year, and the business case forwarded to FPC.



REQUEST FOR DECISION

To: ITC Board **For the Meeting of:** January 24, 2023
From: Wendy Tyrrell, Species at Risk Program Coordinator **Date Prepared:** January 4, 2023

SUBJECT: Species at Risk Project Charter – v 3

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

- 1 **PURPOSE:** To update the Species at Risk (SAR) Program Project Charter to account for the extension of program funding from Environment and Climate Change Canada (ECCC).
- 2 **BACKGROUND:**

At the June 2017 meeting of the Islands Trust Council, ECCC and Islands Trust staff presented information on the *Species at Risk Act* (SARA) and local government/local trust committee/island municipality responsibilities in the Islands Trust Area. ECCC staff described federal government responsibilities on private and public lands under SARA. After the presentation, Trust Council expressed a desire to inspire a passion for species at risk conservation in the Islands Trust Area (June 2017, Trust Council minutes).

In September 2017, Trust Council passed the following resolution:

TC-2017-029

It was MOVED and SECONDED, that Trust Council request that the [Islands Trust Conservancy] Board investigate options for increased use of federal or provincial stewardship agreements for species at risk in the Islands Trust Area.

Through ensuing discussions with ECCC staff, in July 2020, the Islands Trust Conservancy (ITC) was awarded \$597,000 to implement a Species at Risk Program in the Islands Trust Area. Funding was through the Canada Nature Fund, Species at Risk Stream for Priority Places, payable up until March 31, 2023. The final contribution agreement was signed in October 2020. Staff created a framework for the SAR Program and integrated it into budget planning for the 2021/22 fiscal year.

In May 2021, ECCC awarded top-up funds of \$46,000 to the Species at Risk Program, bringing the total award to \$643,000 and the total SAR Program budget to \$1,601,120 payable up to March 31, 2023, including \$958,120 of matching/in kind dollars from Islands Trust Conservancy budgets.

In July 2021, a Species at Risk Program Coordinator was hired to implement the SAR Program. An annual summer co-op position has also been funded through the SAR Program to assist ITC staff with property management, compliance monitoring and mapping projects.

In May 2022, ECCC offered to extend the SAR Program funding another three years to March 31, 2026, and increase year 3 funding by \$25,000, bringing the total SAR Program funding for a period of six years to \$1,328,000.

In July 2022, The ITC Board agreed to accept the funding offers from ECCC and extend the Species at Risk Program. The following resolution was passed:

ITC-2022-026

It was MOVED and SECONDED that the Islands Trust Conservancy Board direct staff to draft and sign an amended contribution agreement with Environment and Climate Change Canada (ECCC), extending the existing Species at Risk Program funding until March 31, 2026, including a budget increase for the 2022/23 fiscal year of \$25,000 and the addition of \$220,000/year in funding for the next three fiscal years (2023/24 through 2025/26).

The amended contribution agreement between ECCC and the Islands Trust Conservancy was signed on December 6, 2022. The Priority Species Funding award from ECCC requires a minimum of 1:1 match, and the Islands Trust Conservancy is committed to an additional \$1,129,500 for a total matching contribution of \$2,087,620, which is 60% of the six-year program budget. Matching funds will come from existing budgets allocated by Trust Council to the Islands Trust Conservancy.

An interim project charter for the SAR Program was approved by the ITC Board in January 2021 (ITC-2021-002) and a revised project charter was approved at the November 2021 meeting (ITC-2021-051). This 2nd revision of the project charter reflects the extension of the SAR Program from three to six years and includes changes in the budget and out of scope project objectives.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: The SAR Program Coordinator position will be extended and continue to the end of March 2026 to support the program. With SAR Program funding, a four-month summer co-op position will be posted for hire in spring 2023, 2024 and 2025 to support ITC property management, compliance monitoring and SAR mapping projects. Delivery of the SAR Program will require ongoing capacity from all other ITC staff as well as support from contractors. Reporting and coordination of the program will continue to be the responsibility of the SAR Program Coordinator with support from the ITC Manager.

FINANCIAL: The extended SAR Program funding from ECCC has increased ITC's budget by \$1,328,000 over six years. Required matching funds come from existing ITC budgets and will total approximately \$2,087,620 over the six-year program. The total six-year SAR budget is \$3,415,620, with an approximate remaining budget of \$1,789,500 allocated for fiscal years 2023/24 through 2025/26. Accounting procedures are in place to assist with financial reporting and the auditors will be informed of the grant and will audit expenditures. See table below for reference.

Table 1. SAR Program Funding Budget 2020-21 through 2025-26.

Fiscal Year	ECCC Grant	ECCC Grant Top-up Funding	Total ECCC Grant Funding	Islands Trust	Grand Total
2020-21	187,000	0.00	187,000	188,240	375,240
2021-22	205,000	37,500	242,500	374,157	616,657
2022-23	205,000	33,500	238,500	395,723	634,223
2023-24	220,000	-	220,000	376,500	596,500
2024-25	220,000	-	220,000	376,500	596,500
2025-26	220,000	-	220,000	376,500	596,500
		Grand Totals	1,328,000	\$2,087,620	3,415,620

POLICY: None. The SAR Program is consistent with goals and objectives of the Regional Conservation Plan and activities fall within existing policy.

IMPLEMENTATION/COMMUNICATIONS: The SAR Program Coordinator has finalized the updated SAR Program work plan (attached). The 2020/21 and 2021/22 Annual Reports have been submitted to and approved by ECCC and ITC staff submit quarterly project updates. Upcoming work will include a Species at Risk Webinar Speaker Series in February-March 2023 and a training session for Trust Council in the 2023/24 fiscal year. Staff are also working on website updates to better reflect the SAR Program and Species at Risk in the Islands Trust Area.

FIRST NATIONS: The SAR Program includes funding for First Nations liaison. ITC staff continue to seek out and plan for opportunities to engage and work with First Nations in 2022/23, the SAR Program funded field positions for two Squamish Nation staff on Gambier Island.

CLIMATE CHANGE: The SAR Program provides funding for land conservation and land management which support carbon sequestration and storage. Management activities on ITC lands will also contemplate climate change mitigation and adaptation strategies.

OTHER: None

4 **RELEVANT POLICY(S):**

[ITC Policy 2.1: Board Approval of Projects and Transactions](#)
[ITC Regional Conservation Plan](#)

5 **ATTACHMENT(S):**

1. Species at Risk Program Project Charter – v3 (including addendum)
2. SAR Program Work Plan – Appendix E, Amended Contribution Agreement, December 8, 2022

RESPONSE OPTIONS

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

Alternative: that the Islands Trust Conservancy Board approve the revised Species at Risk Program Project Charter, dated January 24, 2023, with the following amendments:

- *[insert amendments]*

Prepared By: Wendy Tyrrell - Species at Risk Program Coordinator

Reviewed By / Date: Kate Emmings, Islands Trust Conservancy Manager / January 11, 2023

Species at Risk Program - Project Charter v3 (Draft)

Islands Trust Conservancy

Date: January 24, 2023

Purpose To implement a Species at Risk program for the Islands Trust Conservancy (ITC) that contributes to the recovery of species at risk and the conservation of wildlife and habitat in the Islands Trust Area.

Background In June 2017 Environment and Climate Change Canada (ECCC) presented to Trust Council regarding the *Species at Risk Act* (SARA) and local government responsibilities in the Islands Trust Area (ITA). ECCC staff described federal government responsibilities on private and public lands under SARA. Trust Council requested that ITC investigate options for increased use of federal or provincial stewardship agreements for species at risk in the ITA. Through discussions with ECCC, in July 2020, ITC was awarded a grant of \$597,000, payable until March 2023, to implement a Species at Risk (SAR) Program in the ITA. In May 2021 the grant was increased to \$643,000. In May 2022, ECCC offered to increase year three funding by \$25,000 and extend the program funding another three years to March 2026 for a total project award of \$1,328,000 for the six years. Funds are provided through the Canada Nature Fund, Species at Risk Stream for Priority Places.

Objectives

- Create framework to deliver a SAR Program
- Coordinate the compilation & analysis of SAR data for the ITA
- Inventory, monitor & manage SAR & SAR habitat in ITC protected areas
- Deliver SAR outreach to landowners & Islands Trust staff and officials
- Develop relationships with First Nations for more effective SAR Program delivery
- Increase land securement with a focus on SAR protection & recovery

In Scope

- Additions to ITC staffing
- SAR data consolidation & analysis
- SAR monitoring & inventory in ITC protected areas
- SAR management on ITC protected areas
- SAR outreach to Islands Trust elected officials & staff
- Focussed SAR outreach
- Land securement costs
- First Nations Engagement

Out of Scope

- Work on lands outside of the Islands Trust Area
- General SAR outreach programs
- Funding for direct land acquisition (i.e., land cost)
- Work that does not support the Regional Conservation Plan

Workplan Overview

Deliverable/Milestone	Date
Program Initiation	July 2020
Program Implementation	August 2020—March 2026
Hire SAR Program Coordinator	July, 2021
Program Planning	October, 2021
Mid-program Evaluation	March 2023
Project Wrap Up and Evaluation	March 31, 2026

Project Team

ITC Manager	Project Champion
SAR Program Coordinator	Project Manager
Property Management Specialist / Covenant Management Specialist	Property Management Leads
Ecosystem Protection Specialist	Land Securement Lead
Communications Specialist / Outreach Specialist	Outreach/ Communications Leads
Admin. Services (Islands Trust)	Mapping & Admin.

Approved by:

ITC Board

Date:

Endorsement:

Res. #:

Budget

Sources: ECCC (\$1,328,000) & Islands Trust—ITC Budget (\$2,087,620)

Item	Cost
Salaries	\$1,839,448
Property Management	\$319,868
Land Securement	\$218,705
Species Inventories and Mapping	\$441,688
Outreach/Communications/First Nations Liaison	\$179,300
Admin/Equipment/Travel/Other	\$416,611
Total	\$3,415,620

Species at Risk Program - Project Charter v3 (Draft)

ADDENDUM

Islands Trust Conservancy

Date: January 24, 2023

Date	Change
July 2020	The Species at Risk program was launched. Original grant award of \$597,000 for a three-year SAR Program (July 2020—March 2023).
May 2021	The ITC Board agreed to accept an offer from Environment and Climate Change Canada (ECCC) to increase the funding award to \$643,000.
May 2022	ECCC offered to extend the SAR Program funding another three years to March 31, 2026, and increase year 3 funding by \$25,000, bringing the total project ECCC funding for the 6 years to \$1,328,000.
July 2022	<p>The ITC Board agreed to accept the funding offers from ECCC and extend the Species at Risk Program.</p> <p>The following resolution was passed: IT-2022-026.</p> <p><i>It was MOVED and SEDCONDED that the Islands Trust Conservancy Board direct staff to draft and sign an amended contribution agreement with Environment and Climate Change Canada (ECCC), extending the existing Species at Risk Program funding until March 31, 2026, including a budget increase for the 2022/23 fiscal year of \$25,000 and the addition of \$220,000/year in funding for the next three fiscal years (2023/24 through 2025/26).</i></p>
December 6, 2022	Updated Contribution Agreement Amendment 2 was signed. The Priority Species Funding award from ECCC required a minimum of 1:1 match, and the Islands Trust has committed an additional \$1,129,500 for a total matching contribution of \$2,087,620, which is 60% of the six-year program budget.

Change to Key Project Activities, in Appendix E of the Agreement:

DELETE:

All tables in Appendix E.

REPLACE WITH:

Strategy #1: Program start-up and administration				
Description: Establish administrative and governance frameworks and processes to manage and deliver the project. Includes determining roles and responsibilities for existing staff; hiring additional capacity as needed (staff or contracted); developing detailed workplans and budgets; establishment of an ITC Protected lands advisory group; developing organizational procedures for managing the SEAR Program; and, quarterly and annual reporting to ECCC.				
Primary Threat(s) addressed: N/A		Conservation Target(s) addressed: N/A		
Action #	Action Description	Start/End Date	Action Type	Reporting requirements
2020-2021				
1.1.1	Year 1: Develop program workplans and budgets, as well as metrics for program evaluation. Set up financial management system and program tracking system for reporting purposes. Includes annual reporting to ECCC.	22 July 2020 - 31 Dec 2020	10.1.1 Project level administration and delivery	Description of the action; annual report on activities and project finances provided to ECCC
1.2.1	Year 1: Secure required resources to manage and deliver the program, including hiring of a project coordinator, securing contractors to facilitate early engagement, and establishment of data management systems for both species information and landowner contact information.	7 Oct 2020 - 31 Mar 2021	10.2.4 Providing financial support for hiring workers/employees	Role of employee supported; # positions & duration of employment
1.3.1	Year 1: Assemble a Species at Risk advisory group for the Islands Trust Area, including biologists, representatives of island conservation organizations, parks agencies, relevant government agencies and other expertise.	7 Oct 2020 - 31 Mar 2021	10.2.2 Organizational establishment & development	Description of type of service provided & quantity of support provided (e.g. composition & size of advisory group, brief description of role, # meetings)
2021-2022				
1.1.2	Year 2: Continue to develop program workplans and budgets, as well as metrics for program evaluation. Complete set up of financial management system and program tracking system for reporting purposes. Includes annual reporting to ECCC.	1 Apr 2021 - 31 Mar 2022	10.1.1 Project level administration and delivery	Description of the action; annual report on activities and project finances provided to ECCC
1.2.2	Year 2: Complete securement of required resources to manage and deliver the program, including hiring of a project coordinator, securing contractors to facilitate early engagement, and establishment of data management systems for both	1 Apr 2021 - 31 Mar 2022	10.2.4 Providing financial support for hiring workers/employees	Role of employee supported; # positions & duration of employment

	species information and landowner contact information.			
1.3.2	Year 2: Continue to assemble a Species at Risk advisory group for the Islands Trust Area, including biologists, representatives of island conservation organizations, parks agencies, relevant government agencies and other expertise.	1 Apr 2021 - 31 Mar 2022	10.2.2 Organizational establishment & development	Description of type of service provided & quantity of support provided (e.g. composition & size of advisory group, brief description of role, # meetings)
1.4.2	Year 2: Coordination and delivery of the overall project in year 2, via mechanisms established in Year 1. Includes annual reporting to ECCC.	1 Apr 2021 - 31 Mar 2022	10.1.1 Project level administration and delivery	Description of the action; annual report on activities and project finances provided to ECCC
2022-2023				
1.3.3	Year 3: Begin to assess participating members for a Protected Lands Management Advisory Group for ITC, including First Nations knowledge holders and advisors, biologists, representatives of island conservation organizations, park agencies, fire management specialist, species and ecosystem restoration experts, climate change experts, and relevant government representatives.	1 Apr 2022 - 31 Mar 2023	10.2.2 Organizational establishment & development	Type of organizational service provided; description of action and status of advisory group
1.4.3	Year 3: Coordination and delivery of the overall project in year 3, via mechanisms established in Year 1. Includes quarterly and annual reporting to ECCC. Complete the ECCC ConA Amendment #2. Develop program workplans and budgets for F2023/34 - F2025/26.	1 Apr 2022 - 31 Mar 2023	10.1.1 Project level administration and delivery	Description of the action; annual report on activities and project finances provided to ECCC
2023-2024				
1.3.4	Year 4: Draft Advisory Group Objectives and Terms. Invite participants to Advisory Group, coordinate and host first meeting.	1 Apr 2023 - 31 Mar 2024	10.2.2 Organizational establishment & development	Type of organizational service provided; description of action and status of advisory group
1.4.4	Year 4: Coordination and delivery of the overall project in year 4, via mechanisms established in Year 1. Includes quarterly and annual reporting to ECCC and co-chairing ITC's Protected Lands Management Advisory Group. Fine-tune SEAR Program Report tracking system (write procedure).	1 Apr 2023 - 31 Mar 2024	10.1.1 Project level administration and delivery	Description of the action; annual report on activities and project finances provided to ECCC
2024-2025				
1.4.5	Year 5: Coordination and delivery of the overall project in year 5, via mechanisms established in Year 1. Includes quarterly and annual reporting to ECCC and co-chairing ITC's Protected Lands Management Advisory Group. Develop ITC Procedure on SEAR data management.	1 Apr 2024 - 31 Mar 2025	10.1.1 Project level administration and delivery	Description of the action; annual report on activities and project finances provided to ECCC

2025-2026				
1.4.6	Year 6: Coordination and delivery of the overall project in year 5, via mechanisms established in Year 1. Includes quarterly and annual reporting to ECCC and co-chairing ITC's Protected Lands Management Advisory Group. Develop ITC Procedure on Tracking SEAR project on ITC Protected Lands.	1 Apr 2025 - 31 Mar 2026	10.1.1 Project level administration and delivery	Description of the action; final report on activities and project finances provided to ECCC
Strategy #2: Coordination and analysis of existing species and ecosystems at risk information for the Islands Trust Area				
Description: Ensure that ITC has updated information on SEAR (e.g. publically-available occurrence data) from relevant sources such as the BC Conservation Data Centre, Environment and Climate Change Canada, Parks Canada and Fisheries and Oceans Canada. Determine which local, regional, provincial and national agencies maintain species at risk datasets and arrange for data sharing where possible. Incorporate SEAR data to new database software program. Develop and implement a system for data maintenance and data updates within the Islands Trust Information Systems department. Determine feasibility of using data for analysis and modelling of the Islands Trust landscape and implement preliminary analyses and modelling if possible.				
Primary Threat(s) addressed: N/A		Conservation Target(s) addressed: N/A		
Action #	Action Description	Start/End Date	Action Type	Reporting requirements
2020-2021				
2.1.1	Year 1: Identify potential sources of SEAR data. Arrange for data sharing (including data sharing agreements between data sources and ITC) where possible. Obtain copies of SEAR data. Begin development of data management and data update system for SEAR data within the Islands Trust area.	14 Sep 2020 - 31 Mar 2021	10.3.4 Knowledge sharing	Partners involved Type of knowledge shared Importance of sharing (E.g. summary of data shared with ITC and sources)
2.2.1	Year 1: Negotiate a Memorandum of Understanding with the Martin Conservation Decisions Lab at the University of British Columbia.	22 Jul 2020 - 31 Dec 2020	10.3.1 Forming relationships	Description of working relationship developed (E.g. copy or overview of MoU)
2021-2022				
2.1.2	Year 2: Continue to liaise with potential SEAR data sources to obtain additional/new SEAR data for the Islands Trust area, including new or updated data sharing agreements (between data holders and ITC). Complete development of SEAR data management system. Update as new data becomes available. Analyse and develop models using data available, if suitable. Determine appropriate mechanisms for SEAR data sharing between ITC and ECCC and other agencies.	1 Apr 2021 - 31 Mar 2022	10.3.4 Knowledge sharing	Partners involved Type of knowledge shared Importance of sharing (E.g. summary of data shared with ITC and sources; method determined for sharing SEAR data with ECCC)
2.2.2	Year 2: Continue to negotiate a Memorandum of Understanding with the Martin Conservation Decisions Lab at the University of British Columbia.	1 Apr 2021 - 31 Mar 2022	10.3.1 Forming relationships	Description of working relationship developed (E.g. copy or overview of MoU)

2022-2023				
2.1.3	Year 3: Continue to liaise with potential SEAR data sources to obtain additional/new SEAR data for the Islands Trust area, including new or updated data sharing agreements (between data holders and ITC). Update SEAR data on mapping platforms twice annually and as new data becomes available. Continue to maintain data management system.	1 Apr 2022 - 31 Mar 2023	10.3.4 Knowledge sharing	Partners involved Type of knowledge shared Importance of sharing (E.g. summary of data shared with ITC and sources)
2.2.3	Year 3: Finalize the Memorandum of Understanding with the Martin Conservation Decisions Lab at the University of British Columbia	1 Apr 2022 - 31 Mar 2023	10.3.1 Forming relationships	Description of working relationship developed (E.g. copy or overview of MoU)
2.3.3	Year 3: Share collated SEAR data with ECCC where mechanisms have been established and data is public or agreements are in place with original data holders. Includes collecting data on SEAR-related projects and/or research in the Islands Trust Area and converting into shareable format and distributing to ECCC, land managers, local conservancies, biologists, etc.	1 Oct 2022 - 31 Mar 2023	10.3.4 Knowledge sharing	Partners involved Type of knowledge shared Importance of sharing (E.g. summary of data shared with ECCC and sources)
2023-2024				
2.1.4	Year 4: Continue to liaise with potential SEAR data sources to obtain additional/new SEAR data for the Islands Trust Area. Update SEAR data on mapping platforms and new database twice annually and as new data becomes available. Develop ITC procedure for updating and adding new sources to internal data management system. Continue to maintain data management system.	1 Apr 2023 - 31 Mar 2024	10.3.4 Knowledge sharing	Partners involved Type of knowledge shared Importance of sharing (E.g. summary of data shared with ITC and sources)
2.3.4	Year 4: Share collated SEAR data with ECCC where mechanisms have been established and data is public or agreements are in place with original data holders. Includes collation and sharing of data collected during survey (2.3.3) distribution to ECCC, land managers, local conservancies, biologists, etc. Includes creation of an online resource document that allows biologists, consultants and academia doing research on SEAR species in the Salish Sea to add their name, expertise and contact info. Make this list available to land managers and others working with SEAR in our region.	1 Apr 2023 - 31 Mar 2024	10.3.4 Knowledge sharing	Partners involved Type of knowledge shared Importance of sharing (E.g. summary of data shared with ECCC and sources)

2.5.4	Year 4: Host a workshop(s) in partnership with the Conservation Data Centre for local land managers and conservancies on how to submit data to the Wildlife Species Inventory and how/when/why/benefits to sharing data.	1 Apr 2023 - 31 Mar 2024	9.2.2 Workshops & professional development training courses	Type and purpose of training # attendees
2024-2025				
2.1.5	Year 5: Continue to liaise with potential SEAR data sources to obtain additional/new SEAR data for the Islands Trust Area. Update SEAR data on mapping platforms and new database twice annually and as new data becomes available. Continue to maintain data management system.	1 Apr 2024 - 31 Mar 2025	10.3.4 Knowledge sharing	Partners involved Type of knowledge shared Importance of sharing (E.g. summary of data shared with ITC and sources)
2.3.5	Year 5: Share collated SEAR data with ECCC where mechanisms have been established and data is public or agreements are in place with original data holders.	1 Apr 2024 - 31 Mar 2025	10.3.4 Knowledge sharing	Partners involved Type of knowledge shared Importance of sharing (E.g. summary of data shared with ECCC and sources)
2025-2026				
2.1.6	Year 6: Continue to liaise with potential SEAR data sources to obtain additional/new SEAR data for the Islands Trust Area. Update SEAR data on mapping platforms and new database twice annually and as new data becomes available. Continue to maintain data management system.	1 Apr 2025 - 31 Mar 2026	10.3.4 Knowledge sharing	Partners involved Type of knowledge shared Importance of sharing (E.g. summary of data shared with ITC and sources)
2.3.6	Year 6: Share collated SEAR data with ECCC where mechanisms have been established and data is public or agreements are in place with original data holders.	1 Apr 2025 - 31 Mar 2026	10.3.4 Knowledge sharing	Partners involved Type of knowledge shared Importance of sharing (E.g. summary of data shared with ECCC and sources)
Strategy #3: Inventory, monitoring and management of species and ecosystems at risk on ITC properties				
<p>Description: Develop and implement an overarching Species and Ecosystems at Risk Strategy for ITC-owned and managed lands. Expand SEAR inventory and survey activities beyond the current 7 protected areas and 12 species monitored to encompass additional properties and SEAR species. Locations will be prioritized amongst the 56 properties known to have SEAR occurrences and 39 properties with potential for SEAR.</p> <p>Incorporate SEAR monitoring and surveying data into new and updated management plans for individual properties. Where needs and opportunities are known (or discovered), begin implementation of habitat management actions to benefit SEAR.</p>				
Primary Threat(s) addressed: TBD - based on property specifics where habitat management actions occur		Conservation Target(s) addressed: Existing ITC conservation lands		
Action #	Action Description	Start/End Date	Action Type	Reporting requirements
2020-2021				

3.1.1	Year 1: Create a strategy for conducting species at risk surveys on lands owned and managed by the ITC, including mechanisms for data storage and analysis, and required updates to ITC policy and procedure. Conduct winter species at risk surveys on ITC lands.	1 Dec 2020 - 31 Mar 2021	6.4.3 Planning for thematic projects or programs	New or updated plan? Planning elements included Area the plan covers (Ha) Status of plan Implementation status of plan
3.2.1	Year 1: Identify SEAR expertise gaps within ITC. Identify methods to build internal capacity and/or identify and secure relevant contract biologists for survey and inventory activities.	1 Dec 2020 - 31 Mar 2021	10.1.1 Project level administration and delivery	Description of the action
2021-2022				
3.1.2	Year 2: Begin implementation of new SEAR monitoring strategy.	1 Apr 2021 - 31 Oct 2021	8.1.1 Field Research/Monitoring	Research theme Research method Study species (if applicable) Status of study Summary of findings
3.3.2	Year 2: Develop a program for management of Species and Ecosystems at Risk on ITC Properties, including budgets, work plans and reporting mechanisms for Recovery Groups and ECCC.	1 Oct 2021 - 31 Mar 2022	6.4.1 Area based plan	New or updated plan? Planning elements included Area the plan covers (Ha) Status of plan Implementation status of plan
3.4.2	Year 2: Where needs and opportunities are known, begin implementing habitat management activities on ITC conservation properties for the benefit of SEAR. Details of locations, types of activities, and SEAR to benefit to be determined in Year 1.	1 Apr 2021 - 31 Mar 2022	TBD based on specifics of habitat management undertaken	TBD based on the specifics of the action undertaken. Will include: shapefile of area where works undertaken; #ha over which action applied; description of type of action and expected SEAR benefits
2022-2023				
3.1.3	Year 3: Continue implementation of SEAR monitoring strategy. Refine and adapt strategy and management as monitoring results are completed and analyzed.	1 Apr 2022 - 31 Oct 2022	8.1.1 Field Research/Monitoring	Research theme Research method Study species (if applicable) Status of study Summary of findings
3.4.3	Year 3: Continue implementing habitat management activities on ITC conservation properties for the benefit of SEAR. Details of locations, types of activities, and SEAR to benefit to be determined in Year 1 and 2.	1 Apr 2022 - 31 Mar 2023	TBD based on specifics of habitat management undertaken	TBD based on the specifics of the action undertaken. Will include: shapefile of area where works undertaken; #ha over which action applied; description of type of action and expected SEAR benefits
3.5.3	Year 3: Gather data, resources and expertise opinion to go towards the development of a 5-Year ITC Protected Lands Species and Ecosystems at Risk Management Strategy (SEARMS).	1 Apr 2022 - 31 Mar 2023	6.4.1 Area based plan	New or updated plan? Planning elements included Area the plan covers (Ha) Status of plan Implementation status of plan
2023-2024				

3.1.4	Year 4: Continue implementation of SEAR monitoring strategy. Refine and adapt strategy and management as monitoring results are completed and analyzed.	1 Apr 2023 - 31 Oct 2023	8.1.1 Field Research/Monitoring	Research theme Research method Study species (if applicable) Status of study Summary of findings
3.4.4	Year 4: Continue implementing habitat management activities on ITC conservation properties for the benefit of SEAR. Details of locations, types of activities, and SEAR to benefit to be determined in the previous year or early in the current year.	1 Apr 2023 - 31 Mar 2024	TBD based on specifics of habitat management undertaken	TBD based on the specifics of the action undertaken. Will include: shapefile of area where works undertaken; #ha over which action applied; description of type of action and expected SEAR benefits
3.5.4	Year 4: Finalize information collection, prioritization and drafting of the 5-Year SEAR Management Strategy (SEARMS). Informed by the new Management Advisory Group. (See 1.3.3, 1.3.4).	1 Apr 2023 - 31 Mar 2024	6.4.1 Area based plan	New or updated plan? Planning elements included Area the plan covers (Ha) Status of plan Implementation status of plan
2024-2025				
3.1.5	Year 5: Continue implementation of SEAR monitoring strategy. Refine and adapt strategy and management as monitoring results are completed and analyzed.	1 Apr 2024 - 31 Oct 2024	8.1.1 Field Research/Monitoring	Research theme Research method Study species (if applicable) Status of study Summary of findings
3.4.5	Year 5: Utilizing the new SEAR Management Strategy (3.5.3/3.5.4), continue implementing habitat management activities on ITC conservation properties for the benefit of SEAR. Details of locations, types of activities, and SEAR to benefit to be determined in the previous year or early in the current year.	1 Apr 2024 - 31 Mar 2025	TBD based on specifics of habitat management undertaken	TBD based on the specifics of the action undertaken. Will include: shapefile of area where works undertaken; #ha over which action applied; description of type of action and expected SEAR benefits
2025-2026				
3.1.6	Year 6: Continue implementation of SEAR monitoring strategy. Refine and adapt strategy and management as monitoring results are completed and analyzed.	1 Apr 2025 - 31 Oct 2025	8.1.1 Field Research/Monitoring	Research theme Research method Study species (if applicable) Status of study Summary of findings
3.4.6	Year 6: Utilizing the new SEAR Management Strategy (3.5.3/3.5.4), continue implementing habitat management activities on ITC conservation properties for the benefit of SEAR. Details of locations, types of activities, and SEAR to benefit to be determined in the previous year or early in the current year.	1 Apr 2025 - 31 Mar 2026	TBD based on specifics of habitat management undertaken	TBD based on the specifics of the action undertaken. Will include: shapefile of area where works undertaken; #ha over which action applied; description of type of action and expected SEAR benefits
Strategy #4: Engagement and Outreach				

Description: Develop an engagement plan for local First Nations. Conduct outreach programs with landowners (focussing on landowners with SEAR habitat or potential SEAR habitat on their land), First Nations, relevant ENGO staff, local government staff, and elected officials to raise awareness of SEAR and encourage incorporation of SEAR needs into organization and private landowner activities. Develop platforms to raise awareness of SEAR in the Islands Trust Area. Provide educational opportunities for land managers working with SEAR in the Salish Sea.				
Primary Threat(s) addressed: TBD - based on threats identified and targets developed within outreach plans		Conservation Target(s) addressed: Mature & old-growth coastal Douglas-fir forest; Garry Oak ecosystems; riparian & wetlands; coastal bluffs & rocky outcrops; terrestrial herbaceous ecosystems; shoreline ecosystems		
Action #	Action Description	Start/End Date	Action Type	Reporting requirements
2020-2021				
4.1.1	Year 1: Landowner Outreach: Develop landowner contact plan, including identification of focus properties and landowners (e.g. overlap with sensitive features, known SEAR occurrence, etc.); identification of outreach materials; and preparation of information sessions/webinars with species experts.	1 Dec 2020 - 31 Mar 2021	6.4.4 Operational plan	New or updated plan? Planning elements included Status of plan Implementation status of plan
4.2.1	Year 1: Begin delivery of landowner outreach.	1 Apr 2020 - 31 Aug 2020	3.1.1 Marketing AND/OR 3.1.3 Person-to-person engagement (depending on specific outreach activities undertaken)	TBD based on the specifics of the action undertaken. Will include: Target audience; outreach method (social media, website, direct mail, on-site meeting, etc.); materials developed; # individuals reached (approximate); # of engagement events/# individuals engaged, etc.
4.3.1	Year 1: Develop internal outreach and education programming in collaboration with the Islands Trust for Islands Trust staff and elected officials. Initiate a partnership with Bowen Island Municipality regarding species at risk outreach and education with Bowen Island Municipal staff and elected officials.	1 Apr 2020 - 31 Aug 2020	6.4.4 Operational plan	New or updated plan? Planning elements included Status of plan Implementation status of plan
4.4.1	Year 1: Develop a plan to engage First Nations, in collaboration with ECCC staff. Includes development of appropriate budgets and identification of required internal resources.	1 Dec 2020 - 31 Mar 2021	6.4.4 Operational plan	New or updated plan? Planning elements included Status of plan Implementation status of plan
2021-2022				
4.2.2	Year 2: Continue to implement landowner outreach, as per plan developed in year 1.	1 Apr 2021 - 31 Mar 2022	3.1.1 Marketing AND/OR 3.1.3 Person-to-person engagement (depending on specific outreach activities undertaken)	TBD based on the specifics of the action undertaken. Will include: Target audience; outreach method (social media, website, direct mail, on-site meeting, etc.); materials developed; # individuals reached (approximate); # of

				engagement events/# individuals engaged, etc.
4.3.2	Year 2: Continue to implement local government staff and elected official outreach, as per plan developed in year 1.	1 Apr 2021 - 31 Mar 2022	3.1.1 Marketing AND/OR 3.1.3 Person-to-person engagement (depending on specific outreach activities undertaken)	TBD based on the specifics of the action undertaken. Will include: Target audience; outreach method (social media, website, direct mail, on-site meeting, etc.); materials developed; # individuals reached (approximate); # of engagement events/# individuals engaged, etc.
4.4.2	Year 2: Begin implementation of First Nations engagement plan.	1 Apr 2021 - 31 Mar 2022	TBD based on specifics of how engagement occurs. May include (but is not limited to) person-to-person engagement, training events, knowledge sharing, etc.	TBD based on specifics of how engagement occurs
2022-2023				
4.2.3	Year 3: Continue landowner outreach, as per plan developed in year 1.	1 Apr 2022 - 31 Mar 2023	3.1.1 Marketing AND/OR 3.1.3 Person-to-person engagement (depending on specific outreach activities undertaken)	TBD based on the specifics of the action undertaken. Will include: Target audience; outreach method (social media, website, direct mail, on-site meeting, etc.); materials developed; # individuals reached (approximate); # of engagement events/# individuals engaged, etc.
4.3.3	Year 3: Continue local government staff and elected official outreach, as per plan developed in year 1.	1 Apr 2022 - 31 Mar 2023	3.1.1 Marketing AND/OR 3.1.3 Person-to-person engagement (depending on specific outreach activities undertaken)	TBD based on the specifics of the action undertaken. Will include: Target audience; outreach method (social media, website, direct mail, on-site meeting, etc.); materials developed; # individuals reached (approximate); # of engagement events/# individuals engaged, etc.
4.4.3	Year 3: Continue to build relationships with First Nations and informing appropriate Nations when working with SEAR in their unceded territories. Take opportunities to focus on building relationships that compliment and correspond with core capacity and competencies of individual Nations.	1 Apr 2022 - 31 Mar 2023	TBD based on specifics of how engagement occurs. May include (but is not limited to) person-to-person engagement, training events, knowledge sharing, etc.	TBD based on specifics of how engagement occurs

4.5.3	Year 3: Develop and implement methods to increase public awareness on species and ecosystems at risk in the Salish Seas.	1 Apr 2022 - 31 Mar 2023	3.1.1 Marketing	Target audience outreach method (social media, website, etc.) materials developed # individuals reached (approximate); # of engagement events held
2023-2024				
4.2.4	Year 4: Continue landowner outreach. Revise and update landowner outreach plan as necessary.	1 Apr 2023 - 31 Mar 2024	3.1.1 Marketing AND/OR 3.1.3 Person-to-person engagement (depending on specific outreach activities undertaken)	TBD based on the specifics of the action undertaken. Will include: Target audience; outreach method (social media, website, direct mail, on-site meeting, etc.); materials developed; # individuals reached (approximate); # of engagement events/# individuals engaged, etc.
4.3.4	Year 4: Maintain communications and updates to local govt. staff and elected officials about SEAR through ITC presentations and targeted information and knowledge sharing.	1 Apr 2023 - 31 Mar 2024	3.1.1 Marketing AND/OR 3.1.3 Person-to-person engagement (depending on specific outreach activities undertaken)	TBD based on the specifics of the action undertaken. Will include: Target audience; outreach method (social media, website, direct mail, on-site meeting, etc.); materials developed; # individuals reached (approximate); # of engagement events/# individuals engaged, etc.
4.4.4	Year 4: Continue to build relationships with First Nations and informing appropriate Nations when working with SEAR in their unceded territories. Take opportunities to focus on building relationships that compliment and correspond with core capacity and competencies of individual Nations.	1 Apr 2023 - 31 Mar 2024	TBD based on specifics of how engagement occurs. May include (but is not limited to) person-to-person engagement, training events, knowledge sharing, etc.	TBD based on specifics of how engagement occurs
4.5.4	Year 4: Continue to raise public awareness for SEAR in the Salish Seas through the webpage, blog and speaker series or webinars.	1 Apr 2023 - 31 Mar 2024	3.1.1 Marketing	Target audience outreach method (social media, website, etc.) materials developed # individuals reached (approximate); # of engagement events held
2024-2025				
4.2.5	Year 5: Continue landowner outreach. Revise and update landowner outreach plan as necessary.	1 Apr 2024 - 31 Mar 2025	3.1.1 Marketing AND/OR 3.1.3 Person-to-person engagement (depending on specific outreach activities undertaken)	TBD based on the specifics of the action undertaken. Will include: Target audience; outreach method (social media, website, direct mail, on-site meeting, etc.); materials developed; # individuals reached (approximate); # of engagement events/# individuals engaged, etc.

4.3.5	Year 5: Maintain communications and updates to local govt. staff and elected officials about SEAR through ITC presentations and targeted information and knowledge sharing.	1 Apr 2024 - 31 Mar 2025	3.1.1 Marketing AND/OR 3.1.3 Person-to-person engagement (depending on specific outreach activities undertaken)	TBD based on the specifics of the action undertaken. Will include: Target audience; outreach method (social media, website, direct mail, on-site meeting, etc.); materials developed; # individuals reached (approximate); # of engagement events/# individuals engaged, etc.
4.4.5	Year 5: Continue to build relationships with First Nations and informing appropriate Nations when working with SEAR in their unceded territories. Take opportunities to focus on building relationships that compliment and correspond with core capacity and competencies of individual Nations.	1 Apr 2024 - 31 Mar 2025	TBD based on specifics of how engagement occurs. May include (but is not limited to) person-to-person engagement, training events, knowledge sharing, etc.	TBD based on specifics of how engagement occurs
4.5.5	Year 5: Continue to raise public awareness for SEAR in the Salish Seas through the webpage, blog and speaker series or webinars.	1 Apr 2024 - 31 Mar 2025	3.1.1 Marketing	Target audience outreach method (social media, website, etc.) materials developed # individuals reached (approximate); # of engagement events held
2025-2026				
4.2.6	Year 6: Continue landowner outreach. Revise and update landowner outreach plan as necessary.	1 Apr 2025 - 31 Mar 2026	3.1.1 Marketing AND/OR 3.1.3 Person-to-person engagement (depending on specific outreach activities undertaken)	TBD based on the specifics of the action undertaken. Will include: Target audience; outreach method (social media, website, direct mail, on-site meeting, etc.); materials developed; # individuals reached (approximate); # of engagement events/# individuals engaged, etc.
4.3.6	Year 6: Maintain communications and updates to local govt. staff and elected officials about SEAR through ITC presentations and targeted information and knowledge sharing.	1 Apr 2025 - 31 Mar 2026	3.1.1 Marketing AND/OR 3.1.3 Person-to-person engagement (depending on specific outreach activities undertaken)	TBD based on the specifics of the action undertaken. Will include: Target audience; outreach method (social media, website, direct mail, on-site meeting, etc.); materials developed; # individuals reached (approximate); # of engagement events/# individuals engaged, etc.
4.4.6	Year 6: Continue to build relationships with First Nations and informing appropriate Nations when working with SEAR in their unceded territories. Take opportunities to focus on building relationships that compliment and correspond with core capacity and competencies of individual Nations.	1 Apr 2025 - 31 Mar 2026	TBD based on specifics of how engagement occurs. May include (but is not limited to) person-to-person engagement, training events,	TBD based on specifics of how engagement occurs

			knowledge sharing, etc.	
4.5.6	Year 6: Continue to raise public awareness for SEAR in the Salish Seas through the webpage, blog and speaker series or webinars.	1 Apr 2025 - 31 Mar 2026	3.1.1 Marketing	Target audience outreach method (social media, website, etc.) materials developed # individuals reached (approximate); # of engagement events held
Strategy #5: Land Securement				
Description: Provide financial support to landowners for costs associated with donations of ecologically-valuable fee-simple lands or conservation covenants, as opportunities arise. Includes costs for biological surveys, archaeological and indigenous knowledge surveys, land appraisals, legal advice, land surveys and other needed expertise and reports as relevant. Does not include direct purchase costs. Maintain communication with landowners that have shown an interest in securement of ecologically-valuable private land with SEAR values within the Islands Trust area.				
Primary Threat(s) addressed: TBD - based on property specifics of resultant donated lands or conservation covenants		Conservation Target(s) addressed: Mature & old-growth coastal Douglas-fir forest; Garry Oak ecosystems; riparian & wetlands; coastal bluffs & rocky outcrops; terrestrial herbaceous ecosystems; shoreline ecosystems		
Action #	Action Description	Start/End Date	Action Type	Reporting requirements
2020-2021				
5.1.1	Year 1: Acquire biological surveys, archaeological and indigenous knowledge surveys, land appraisals, legal advice, land surveys and other needed expertise and reports for land that is intended for securement through acquisition, conservation covenants or other mechanisms, as priority securement opportunities arise.	22 Jul 2020 - 31 Mar 2021	6.1.2 Privately owned conservation lands OR 6.2.1 Conservation encumbrance (depending if eventual securement is fee-simple ownership or conservation covenant)	Securement method; status of securement; location of secured area and # ha; shapefile of area or PID of parcel
2021-2022				
5.1.2	Year 2: Acquire biological surveys, archaeological and indigenous knowledge surveys, land appraisals, legal advice, land surveys and other needed expertise and reports for land that is intended for securement through acquisition, conservation covenants or other mechanisms, for identified priority securement opportunities.	1 Apr 2021 - 31 Mar 2022	6.1.2 Privately owned conservation lands OR 6.2.1 Conservation encumbrance (depending if eventual securement is fee-simple ownership or conservation covenant)	Securement method; status of securement; location of secured area and # ha; shapefile of area or PID of parcel
5.2.2	Year 2: Conduct targeted outreach to landowners that have made securement inquiries in the past to identify opportunities to assist with non-purchase securement costs for ecologically-valuable private land with	4 Jan 2022 - 31 Mar 2022	3.1.3 Person-to-person engagement	Type of engagement Target group/audience Number of person-to-person engagement events Number of individuals or entities engaged (approximate)

	SEAR values within the Islands Trust area.			
2022-2023				
5.1.3	Year 3: Acquire biological surveys, archaeological and indigenous knowledge surveys, land appraisals, legal advice, land surveys and other needed expertise and reports for land that is intended for securement through acquisition, conservation covenants or other mechanisms, for identified priority securement opportunities.	1 Apr 2022 - 31 Mar 2023	6.1.2 Privately owned conservation lands OR 6.2.1 Conservation encumbrance (depending if eventual securement is fee-simple ownership or conservation covenant)	Securement method; status of securement; location of secured area and # ha; shapefile of area or PID of parcel
5.2.3	Year 3: Conduct targeted outreach to landowners that have made securement inquiries in the past to identify opportunities to assist with non-purchase securement costs for ecologically-valuable private land with SEAR values within the Islands Trust area.	3 Jan 2023 - 31 Mar 2023	3.1.3 Person-to-person engagement	Type of engagement Target group/audience Number of person-to-person engagement events Number of individuals or entities engaged (approximate)
2023-2024				
5.1.4	Year 4: Acquire biological surveys, archaeological and indigenous knowledge surveys, land appraisals, legal advice, land surveys and other needed expertise and reports for land that is intended for securement through acquisition, conservation covenants or other mechanisms, for identified priority securement opportunities.	1 Apr 2023 - 31 Mar 2024	6.1.2 Privately owned conservation lands OR 6.2.1 Conservation encumbrance (depending if eventual securement is fee-simple ownership or conservation covenant)	Securement method; status of securement; location of secured area and # ha; shapefile of area or PID of parcel
5.2.4	Year 4: Maintain communication with landowners that have shown an interest in securement of ecologically-valuable private land with SEAR values within the Islands Trust area. Follow up with new securement inquiries, providing resources and opportunities to assist with non-purchase securement costs.	1 Apr 2023 - 31 Mar 2024	3.1.3 Person-to-person engagement	Type of engagement Target group/audience Number of person-to-person engagement events Number of individuals or entities engaged (approximate)
2024-2025				
5.1.5	Year 5: Acquire biological surveys, archaeological and indigenous knowledge surveys, land appraisals, legal advice, land surveys and other needed expertise and reports for land that is intended for securement through acquisition, conservation covenants or other mechanisms, for identified priority securement opportunities.	1 Apr 2024 - 31 Mar 2025	6.1.2 Privately owned conservation lands OR 6.2.1 Conservation encumbrance (depending if eventual securement is fee-simple ownership or conservation covenant)	Securement method; status of securement; location of secured area and # ha; shapefile of area or PID of parcel

			or conservation covenant)	
5.2.5	Year 5: Maintain communication with landowners that have shown an interest in securement of ecologically-valuable private land with SEAR values within the Islands Trust area. Follow up with new securement inquiries, providing resources and opportunities to assist with non-purchase securement costs.	1 Apr 2024 - 31 Mar 2025	3.1.3 Person-to-person engagement	Type of engagement Target group/audience Number of person-to-person engagement events Number of individuals or entities engaged (approximate)
2025-2026				
5.1.6	Year 6: Acquire biological surveys, archaeological and indigenous knowledge surveys, land appraisals, legal advice, land surveys and other needed expertise and reports for land that is intended for securement through acquisition, conservation covenants or other mechanisms, for identified priority securement opportunities.	1 Apr 2025 - 31 Mar 2026	6.1.2 Privately owned conservation lands OR 6.2.1 Conservation encumbrance (depending if eventual securement is fee-simple ownership or conservation covenant)	Securement method; status of securement; location of secured area and # ha; shapefile of area or PID of parcel
5.2.6	Year 6: Maintain communication with landowners that have shown an interest in securement of ecologically-valuable private land with SEAR values within the Islands Trust area. Follow up with new securement inquiries, providing resources and opportunities to assist with non-purchase securement costs.	1 Apr 2025 - 31 Mar 2026	3.1.3 Person-to-person engagement	Type of engagement Target group/audience Number of person-to-person engagement events Number of individuals or entities engaged (approximate)
Strategy #6: SARA Section 11 Agreement				
Description: Pursue stewardship agreement under Section 11 of the Species at Risk Act with ECCC for ITC-managed lands.				
Primary Threat(s) addressed: N/A		Conservation Target(s) addressed: Existing ITC conservation lands		
Action #	Action Description	Start/End Date	Action Type	Reporting requirements
2022-2023				
6.1.3	Year 3: Initiate discussions between ITC, IT and ECCC re. development of a stewardship agreement under section 11 of the Species at Risk Act.	1 Sept 2022 - 31 Mar 2023	6.2.3 Conservation agreements	Status of SARA s11 discussions
2023-2024				
6.1.4	Year 4: Continue discussions between ITC, IT and ECCC re. development of a stewardship agreement under section 11 of the Species at Risk Act.	1 Apr 2023 - 31 Mar 2024	6.2.3 Conservation agreements	Status of SARA s11 discussions
2024-2025				

6.1.5	Year 5: Work towards completing a stewardship agreement under section 11 of the Species at Risk Act.	1 Apr 2024 - 31 Mar 2025	6.2.3 Conservation agreements	Status of SARA s11 discussions
-------	--	--------------------------	-------------------------------	--------------------------------

BRIEFING

To: Islands Trust Conservancy Board **For the Meeting of:** January 24, 2023
From: Financial Planning Committee **Date Prepared:** January 18, 2023
SUBJECT: Draft Budget 2023/24 Review of Funding Requests

PURPOSE:

To request that the Islands Trust Conservancy review their funding request(s) for the 2023/24 fiscal year and report back to Financial Planning Committee with additional information and identified reductions where possible.

BACKGROUND:

At its regular meeting on January 18, 2023, Financial Planning Committee (FPC) reviewed the latest version of the draft 2023/24 budget, which reflects the following:

- Total proposed planned spending of \$9.8M:
 - Operating budget \$9.0M
 - Projects budget \$700,000
 - Capital budget \$127,000
- A proposed local trust area general tax increase of 2.75% plus an additional 8.0% in tax revenue generated from new construction and development in the Trust Area.
- A proposed Bowen Island Municipal tax increase of 3.0% plus an additional 6.6% in taxes generated from new construction and development on Bowen Island.
- A proposed draw from the General Revenue Surplus Fund of \$269,000, resulting in a potential deficit to the minimum balance required to be held in the fund of approximately \$115,000.
- A proposed draw from the LTC Project Reserve Fund of \$52,000.

During its budget discussions, FPC received as a late item from a Committee member, a list of budget items for potential reduction (attached). FPC discussed the items and felt additional information was needed from Committees, the Islands Trust Conservancy and staff prior to making decisions on any specific item. To this end, the Committee made the following resolution:

that Financial Planning Committee (FPC) request that Regional Planning Committee, Trust Programs Committee, Governance Committee, Executive Committee, [the] Islands Trust Conservancy Board and staff review the budget areas in the draft budget revision list proposed by a trustee on January 18, 2023, and not yet voted on by the FPC, and propose possible reductions for Financial Planning Committee's consideration and respond with their respective views by February 7, 2023.

A specific desire was expressed at FPC that Council committees and the Islands Trust Conservancy Board review each of their funding requests and provide information on the following:

- Does the Committee/Board believe the proposed work/funding request is urgent or essential in the next fiscal year, or could the work be deferred to a future year?
- Does the Committee/Board believe the proposed work/funding request should be given priority in the 2023/24 budget?
- Could the funding request associated with the work be reduced? Please provide the impacts of doing so, if any.

Rationale to support the Committee/Board's views on each of the above topics should be provided for FPC's consideration. If a Committee/Board identifies amendments to their proposed work/funding request in terms of rationale or requested dollars, a revised business case should be prepared and forwarded to FPC for their review.

ATTACHMENT(S):

1. Trustee-proposed Draft Budget Revisions List

FOLLOW-UP:

Staff will amend funding request documents as directed by the Committee and forward the revised information to FPC as requested.

Prepared By: Director, Administrative Services

Reviewed By/Date: Chief Administrative Officer/ January 18, 2023

Page in FPC Agenda Jan 2023	Notes	Name	Business Area	Source	Proposed Reduction	Staff Hours Associated	Staff Resource	Notes re staff hours
38	Pause until Senior Policy Advisor position is filled and this implementation plan can be created.	Reconciliation Action Plan Implementation		GR Surplus	30000		TAS	Fulltime Senior Policy Advisor
37	Suspend and redeploy the staff hours.	History and Heritage Funding Grant in Aid		GR Surplus	10000	100		
48	Further action to be determined by Trustees.	Policy Statement Amendment Project	Trust Council - Trust Area Services	GR Surplus	50000	1100	TAS	Fulltime Senior Policy Advisor
53	Suspend. Stabilise the (existing) communications position. Redeploy resources released by suspended activities. Consider delivering this program digitally with existing materials.	Stewardship Education Program	Trust Programs Committee	GR Surplus	20000	50	TAS	50 hours of Program Coordinator.
62	IT is short of resources to manage meetings and general administration. Pause. Redeploy resources released by suspended activities.	Secretariat Services	Trust Council - Trust Area Services	GR Surplus	15000	100	TAS	100 hours Program coordinator
56	Business Case for Freshwater Communications portal considered. (\$50K and .5FTE) No business case for other activities of Regional Planning Committee.	Bookmark for Regional Planning Committee	Regional Planning	GR Surplus	50000	550	Regional Planning	estimated .5FTE
61	No external experts required for the moment. If legal advice is required the regular budget can be used.	Funding for Governance Committee		GR Surplus	15000	40	TAS	
111	This resource is requested to manage live meetings for LTAS. Suspend and deploy staff hours (TAS and LPS) released by suspended programs. Consider the positive impact of filling positions which are currently vacant.	Meeting Administrator (Fulltime)	Legislative Services serving Local Trust Committee Services	Taxes	65700			
119	This resource is requested for increased administrative support. Suspend and deploy staff hours (TAS and LPS) released by suspended programs. Consider the positive impact of filling positions which are currently vacant.	Administrative Coordinator	Administration	Taxes	75250			
123	A challenge to support this year due the financial situation. (6 staff involved. To what degree has this been discussed with the staff affected?)	Planning Services Admin Adjustment	Planning Services	Taxes	33000		Regional Planners and Freshwater Specialist	
127	Focus on using existing staff resources for all activities. (est. 285 hours of senior staff time in addition) Not supported until vacancies are resolved and staff hours ((TAS and LPS)) released by suspended programs are deployed.	Freshwater Technical Coordinator - Co-op Student	Local Planning Services	Taxes	21993	285	Freshwater Specialist	on-boarding, planning workshop etc
	Focus on using existing staff resources for all activities. Deploy staff hours ((TAS and LPS)) released by suspended programs.	Planning Staff - Co-op Student	Local Planning Services	Taxes	22000			
138	Reduce by \$12800 Ecosystem mapping (\$18000) partially funded by Species at Risk (SAR) grant (\$5200) (Is co-op student (\$19399) funded by SAR grant ?)	ITC Budget Request	ITC	Taxes	12800			
				TOTAL (savings)	420743	2225		
						Staff Hours (savings)	Tax Reduction based on 1% = \$75K	
				Surplus (savings)	190000	1940		
				Taxes (savings)	230743	285	3.1	



Public Acquisitions Update January 24, 2023

Property Name and Island	Date (yyyy/mm/dd)	Notes
PUBLICLY CONSIDERED PRIVATE LAND ACQUISITIONS		
Crystal Mountain (Galiano) 18.3 ha.	2017/11/21	ITC previously considered a conservation covenant proposal and land transfer proposal for this property.
	2017/11/21	TFB-2017-031: It was MOVED and SECONDED , that the Trust Fund Board accept the updated Conservation Proposal from the Crystal Mountain Society, agreeing to accept transfer of approximately 18.3 hectares of Lot 9, District Lot 90, Galiano Island, Cowichan District, Plan 31200, (PID 000-851-035) and part of Lot A, District Lots 88 and 89, Galiano Island, Cowichan District, Plan VIP68079, (PID 024-351-041), subject to: <ol style="list-style-type: none"> 1. The release of the rent charge and related easements on the title of Lot A and any other charges determined, through legal review, to be problematic for the Trust Fund Board; 2. Establishing legal access for the Trust Fund Board to the most eastern part of Lot A; 3. Receipt of \$30,000 upon transfer of the land, with at least \$15,000 to be held in a pooled Nature Reserve Management Fund, and \$10,000 to \$15,000 to be put towards the development of a management plan and management activities for the nature reserve; 4. Staff reaching mutual agreement with the water license holders to limit the impact of accessing and maintaining the permitted water works; 5. Agreement with the Society that the portion of the proposed Emergency Access over the nature reserve would be used only in the case of emergency; 6. Written agreement with the Society about the use and maintenance of the pagoda; 7. Installation of boundary and corner pin markers at the time of survey at the expense of the applicant (locations to be determined in consultation with ITF staff); and 8. Final approval of the Trust Fund Board of the final survey plan, transfer agreement and all other associated agreements.
	2019/07/24	Received subdivision proposal plan from the planning department.
	2020/09/08	Applicant provided a revised proposal to the Galiano Island Local Trust Committee.
	2020/12/10	File transferred to TAS Director Frater due to declared conflict of interest by ITC Manager, Kate Emmings.
	2021/01/28	ITC Staff met with applicant. An application update is anticipated for the May ITC Meeting.
	2021/05/25	Update provided to ITC Board.



Public Acquisitions Update January 24, 2023

	2021/05/25	<p>ITC-2021-019: It was MOVED and SECONDED, that the Islands Trust Conservancy Board accept the updated approximate lot configuration proposed by the Crystal Mountain Society, subject to staff assessment that adjusted lot boundaries meet ITC conservation goals and policies, based upon a site visit and review of any necessary additional ecological information from the applicant.</p> <p>ITC-2021-020: It was MOVED and SECONDED, that the Islands Trust Conservancy Board accept the Crystal Mountain Society proposal to register a Statutory Right of Way across Lot A on the upper ridge, in favour of Islands Trust Conservancy, to provide legal access to the eastern part of Lot A via the legal easement across neighbouring Lots B and C.</p> <p>ITC-2021-021: It was MOVED and SECONDED, that the Islands Trust Conservancy Board express support for the Crystal Mountain Society proposal to alter the lot boundaries of Lot 9 and Lot 10, prior to land transfer to Islands Trust Conservancy, to remove the pagoda from the proposed nature reserve, subject to staff assessment that adjusted lot boundaries meet ITC conservation goals and policies, based upon a site visit and review of any necessary additional ecological information from the applicant</p> <p>ITC-2021-022: It was MOVED and SECONDED, that the Islands Trust Conservancy Board request that the Crystal Mountain Society update the Ecological Inventory report and other relevant documents to reflect the proposed boundary changes, prior to transfer of the land.</p> <p>ITC-2021-023: It was MOVED and SECONDED, that the Islands Trust Conservancy Board accept the Crystal Mountain Society proposal to register a Statutory Right of Way for emergency access on Lot A in favour of the Capital Regional District prior to subdivision, subject to Crystal Mountain Society's working with ITC staff to develop an appropriate agreement.</p>
	2021/07/07	Staff site visit scheduled.
	2021/07/21	Follow-up staff visit to discuss lot boundary options.
	2022/02/09	Applicant and staff discuss coordinating a visit from a Cultural Knowledge Holder.
	2022/08/16	Meeting with applicant to discuss their meeting with Penelakut Elders and leadership.
	2022/11/24	Meeting with applicant's agent to discuss potential co-management relationship with Penelakut.
Current Total ITC Acquisitions:		34



PUBLIC COVENANTS UPDATE January 24, 2023

NAPTEP COVENANTS		
<i>27 NAPTEP Covenants on title, 3 NAPTEP covenants in progress, 0 new application</i>		
Property	Date	Notes
Larmour NAPTEP Covenant Salt Spring Island (2.45 ha)	2021/10/15	Application received.
	2022/01/24	ITC-2022-003: It was MOVED and SECONDED , that the Islands Trust Conservancy Board approves the conservation proposal submitted by Rodney Polden, on behalf of Skye Larmour, to donate a 2.45 ha NAPTEP covenant on Salt Spring Island, over a portion of Lot 1, Section 87, South Salt Spring Island, Cowichan District, Plan VIP 27894, PID: 000-138-452, to protect mature forests, wetlands, and connectivity to other protected areas, and advise the applicant that ITC will defer this securement project until late 2022/early 2023 due to staff capacity constraints.
	2022/02/04	Staff informed applicant of Board decision.
Nighthawk Hill NAPTEP Covenant expansion North Pender Island (~1ha)	2021/03/30	Application received.
	2021/11/23	ITC-2021-050: It was MOVED and SECONDED , that the Islands Trust Conservancy Board approve the conservation proposal submitted by Andreas Nowak and Mary Reher to add approximately 1 ha to the existing NAPTEP conservation covenant over a portion of the land described as Lot 38, Section 7, Pender Island, Cowichan District, Plan 32261, Except Part in Plan 35333, PID 001-081-110, to protect small seasonal wetlands and connectivity to the already-protected mature dry Douglas-fir forests.
	2021/12/01	TC-2021-119: It was MOVED by Trustee Stamford and SECONDED by Trustee Morrison , that the Islands Trust Council approves the amendment of the NAPTEP Certificate for the covenanted portion of the property described as PID 001-081-110, Lot 38, Section 7, Pender Island, Cowichan District, Plan 32261, Except Part in Plan 35333, to extend the Certificate to cover the increased protection area, and to reference the registration number of the new conservation covenant and survey plan that will be registered.
	2021/12/04	Referred for information to North Pender LTC. No comments received.
	2021/12/15	Phase II next steps correspondence sent to landholder.
	2022/02/10	Phase II application fee received.
	2022/07/20	Landowner has hired surveyor.
	2022/09/06	Final survey received.
	2022/09/12	Draft covenant amendment and letter of permission sent for ITC legal review.



PUBLIC COVENANTS UPDATE

January 24, 2023

	2022/10/04	<p>ITC-2022-045 It was MOVED and SECONDED, that the Islands Trust Conservancy Board approves the revised Nighthawk Hill NAPTEP Covenant (NIHN) and authorizes the Chair to sign the NIHN with Andreas Nowak and Mary Reher, over a portion of the land described as Lot 38, Section 7, Pender Island, Cowichan District, Plan 32261, Except Part in Plan 35333, PID 001-081-110, subject to receiving an updated Baseline Documentation Report that is acceptable to the Islands Trust Conservancy Manager, and directs staff to register the covenant.</p> <p>ITC-2022-046 It was MOVED and SECONDED, that the Islands Trust Conservancy Board authorizes the Chair to sign a discharge for covenant CA2826689 and directs staff to register the discharge subject to registration of a covenant over the expanded protected area.</p>
	2022/10/13	<p>ITC-IC-2022-029 It was MOVED and SECONDED, that the Islands Trust Conservancy Board rise and report that it has approved Andreas Nowak & Mary Reher's request for consent to use the man-made pond in the Covenant Area of the Islands Trust Conservancy covenant (the 'Covenant') over Parcel Identifier: 001-081-110, Lot 38, Section 7, Pender Island, Cowichan District, Plan 32261, Except Part in Plan 35333 (the 'Land') as provided for in section 4.2(c), 4.2(a)(ii), 4.2(a)(iii), 4.2 (a)(iv), 4.2(a)(vi) and 4.2 (a)(viii) of the Covenant, with significant conditions to protect the covenant area.</p>
	2022/10/24	Board decision letter sent to landowner and to PICA.
	2022/10/31	Draft baseline report received; under review by staff.
R. Leader NAPTEP Covenant Salt Spring Island (3.54 ha)	2020/06/16	Application received.
	2020/11/24	<p>ITC-2020-039: It was MOVED and SECONDED, 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</p>
	2020/12/02	<p>TC-2020-112: It was MOVED and SECONDED, that the Islands Trust Council request the Secretary issue a Natural Area Protection Tax Exemption Certificate for the covenanted portion of the property described as 'Lot 2, Section 72, South Salt Spring Island, Cowichan District, Plan 36292 Except Plan 40974, Parcel Identifier 000-395-081' subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for NAPTEP.</p>



PUBLIC COVENANTS UPDATE January 24, 2023

R. Leader (cont.)	2020/12/15	Referred for information to the Salt Spring Island Local Trust Committee. No comments received.
	2021/04/08	Phase II application fee received
	2021/04/12	ITC staff discussion with TLC about discharging existing covenant on the property. Ongoing.
	2021/04/26	ITC staff approves contractor to conduct baseline inventory. Work underway.
	2021/05/04	ITC staff discussion with SSIC about discharging existing covenant on the property. Ongoing.
	2021/05/11	First covenant draft sent to landowner for review.
	2021/05/14	Draft covenant sent to TLC and SSIC for their Board to review as part of their discussions about discharging the existing covenant these organizations co-hold on the property. ITC staff to participate in upcoming Board meetings of these organizations to provide information about NAPTEP and this proposed covenant.
	2021/05/14	Request for legal advice about impact of clause in existing covenant, restricting ability to place additional easements on the property.
	2021/05/22	Staff participate in TLC Board meeting to provide background information about NAPTEP program and discuss details of this application for a NAPTEP covenant to replace or be placed in addition to existing TLC / SSIC covenant.
	2021/05/28	Received legal counsel that the existing covenant contains no restrictions on ability to place NAPTEP covenant on the property.
	2021/06/16	Discussion with landowner about rights and restrictions in the draft covenant. Ongoing.
	2021/07/05	SSIC and TLC agree to discharge existing covenant subject to registration of NAPTEP covenant. SSIC has requested becoming co-covenant holder for NAPTEP covenant.
	2021/07/29	Landowner begins discussions with mortgage provider about granting priority to the Covenant and Rent Charge. Ongoing.
	2021/09/09	ITC received and accepted final baseline inventory report.
	2022/01/21	Staff called to discuss need to get mortgage provided to grant priority to the Covenant. Followed up with email to credit union representative.
	2022/02/21	No response from credit union, informed landowner and indicated that they will need to pursue this issue.
	2022/09/26	Staff emailed to remind landowner that NAPTEP application expires December 2nd and enquire about progress with mortgage provider. Landholder discussed issue with credit union account manager and forwarded request for ITC staff to follow-up.
	2022/09/28	Staff contacted credit union account manager via email and left phone message.



PUBLIC COVENANTS UPDATE January 24, 2023

	2022/11/05	Staff left follow-up phone message for credit union account manager.
	2022/12/06	Trust Council passed the following resolution: It was Moved by Trustee Yates and Seconded by Trustee Patrick, That the Islands Trust Council extend the timeline for issuing the Natural Area Exemption Certificate for Natural Area Protection Tax Exemption Program application SS-NAP-2020.3 (Salt Spring Island) until December 2024.
	2023/01/01	Ongoing discussions with credit union and landowner about priority agreement.
REGULAR COVENANTS		
<i>52 regular covenants on title, 1 regular public covenant in progress, 2 in-camera covenants in progress.</i>		
Property	Date	Notes
Brooks Point Covenant South Pender Island (6.02 ha)	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.
	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.



PUBLIC COVENANTS UPDATE

January 24, 2023

Brooks Point Covenant (cont.)	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.
	2020/12/23	Revised draft covenant received from CRD for review.
	2021/02/08	HAT, PICA and ITC meet to discuss covenant revisions. HAT to follow up with CRD regarding ongoing concerns and PICA input.
	2022/01/17	Letter received from CRD with a request to approve the covenant.



PUBLIC COVENANTS UPDATE January 24, 2023

Brooks Point Covenant (cont.)	2022/01/31	HAT, PICA and ITC meet to discuss covenant revisions. HAT and ITC staff agree to forward covenant to respective boards subject to agreement from PICA that it meets their requirements.
	2022/02/04	Joint letter sent to CRD from HAT and ITC noting HAT and ITC staff agree to forward covenant to respective boards subject to agreement from PICA that it meets their requirements.
	2022/02/06	PICA provides a letter to the CRD outlining requested changes to the covenant.
	2022/02/17	CRD responds to PICA letter with amended covenant.
	2022/02/24	PICA provided a letter to the CRD indicating that the covenant edits are acceptable.
	2022/03/15	<p>ITC-2022-017: It was MOVED and SECONDED, that the Islands Trust Conservancy (ITC) Board authorizes the Chair to sign the covenant, dated February 17, 2022, with the Capital Regional District and Habitat Acquisition Trust, over the lands described as:</p> <ul style="list-style-type: none"> i) Parcel Identifier 005-873-860, Lot 16, Section 1, Pender Island, Cowichan District, Plan 6670; ii) Parcel Identifier 005-873-894, Lot 17, Section 1, Pender Island, Cowichan District, Plan 6670; iii) Parcel Identifier 005-873-924, Lot 18, Section 1, Pender Island, Cowichan District, Plan 6670; iv) Parcel Identifier 005-873-975, Lot 19, Section 1, Pender Island, Cowichan District, Plan 6670; and, v) Parcel Identifier 003-977-188, Lot C, Section 1, Pender Island, Cowichan District, Plan 16049; <p>and, directs staff to register the covenant subject to receiving an update to the Baseline Documentation Report that is acceptable to the ITC Manager.</p> <p>ITC-2022-018: It was MOVED and SECONDED, that the Islands Trust Conservancy Board authorizes the Chair to sign a discharge for covenant EP3182, subject to receiving approval from the Nature Conservancy of Canada to also discharge the covenant, and directs staff to register the discharge subject to registration of a covenant over the whole of Brooks Point Regional Park in favour of Islands Trust Conservancy and Habitat Acquisition Trust.</p>
	2022/04/14	ITC/HAT board decisions conveyed to the CRD, with a copy to TLC and NCC.
	2022/04/29	CRD correspondence sent to NCC and TLC requesting agreement to release existing covenants.
	2022/07/14	ITC staff send correspondence to CRD regarding Interim Strategic Plan as the designation of Brooks Point Regional Park is inconsistent with the negotiated covenant.



PUBLIC COVENANTS UPDATE January 24, 2023

ITC NATURE RESERVES WITH COVENANTS OUTSTANDING		
<i>9 ITC Nature Reserves are without covenants, 2 ITC Nature Reserve covenants in progress.</i>		
Property	Date	Notes
Sandy Beach Nature Reserve Keats Island (3.3 ha)	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.
	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.
	2018/05/28	Site visit with ITC staff, trustees & SCCA
	2018/07/19	Next draft of baseline received and provided to covenant holders for feedback.
	2018/08/28	Baseline report feedback provided to applicant and biologist for review and revision.
	2019/01/04	Applicant's biologist revised draft baseline report. Forwarded baseline to covenant holder for review.



PUBLIC COVENANTS UPDATE

January 24, 2023

Sandy Beach Nature Reserve (cont.)	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.
	2019/12/19	Met on site with applicant to review the location of the newly developed beach access trail.
	2020/04/23	ITC Staff begin a conversation with BC Hydro regarding removal of BC Hydro Statutory Rights of Way.
	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.
	2020/07/06	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.
	2020/12/18	Land transfer complete. Covenant still to be finalized as per Transfer Agreement by Dec. 18, 2021.
	2021/02/01	ITC Staff renew covenant discussions with TLC and SCCA.
	2021/11/01	ITC staff is including completion of baseline inventory in contract for Management Planning. Contract work is underway. Draft baseline inventory due November 15 th , and draft Management Plan due January 17 th .
	2021/11/09	Draft baseline report received and reviewed. Contractor will be conducting an additional site visit in mid- to late January to gather more data for updated baseline.
	2021/12/08	Management Plan Open House.
	2022/03/29	Final draft of Management Plan received from contractor. Reviewed and approved with amendments at May 24, 2022 Board meeting. Final Management Plan sent to proposed covenant holders for agreement.
	2022/04/29	Final baseline report and covenant sent to covenant co-holders for review and agreement.
	2022/05/24	ITC-2022-028: It was MOVED and SECONDED , that the Islands Trust Conservancy Board approve the Sandy Beach Nature Reserve Management Plan as amended.
	2022/06/16	Staff sent final covenant for legal review.
	2022/10/04	Final covenant reviewed and approved by covenant co-holders. RFD for ITC Board in this package.
	2022/10/04	ITC-2022-040: It was MOVED and SECONDED , that the Islands Trust Conservancy Board directs the Chair to sign the Conservation Covenant agreement among TLC The Land Conservancy of British Columbia, the Sunshine Coast Conservation Association, and the Islands Trust Conservancy, over the land identified as Lot 1 District Lot 696 Group 1 New Westminster District Plan EPP89532 (PID: 031-259-731) and known as Sandy Beach Nature Reserve.
	2022/11/08	Staff is preparing final documents and coordinating with applicant for conveyancing.



PUBLIC COVENANTS UPDATE

January 24, 2023

Fairyslipper Forest Nature Reserve Thetis Island (16.6 ha)	2018/03/20	ThINC Board approves resolution to hold a covenant on Fairyslipper Forest.
	2018/03/21	CCLT Board approves resolution to hold a covenant on Fairyslipper Forest.
	2018/04/03	TFB approves negotiation of conservation covenant in favour of ThINC and CCLT.
	2018/04/06	ITC template covenant sent to partners. Trail relocation is needed before finalizing baseline report.
	2018/10/13	Hosted Management Plan Open House on Thetis Island.
	2019/02/22	Draft management plan and baseline report sent to ThINC and CCLT staff for review.
	2019/03/11	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.
	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 relocation completed by contracted trail builder, Penelakut youth and volunteer labour. A Statutory Right of Way is required from the adjacent property where the trailhead and parking area are planned.
	2020/03/19	ThINC is working with the Thetis Island Residents and Ratepayers Association to obtain a trail license over adjacent private lands for access and parking for the Fairyslipper Forest Nature Reserve.
	2020/07/14	Adjacent landowner signs Trail Licence Agreement with TIRRA (Thetis Island Residents and Ratepayers Association). Staff continues to work with owner to develop permanent legal access.
	2022/04/25	Adjacent landowner extends Trail Licence Agreement with TIRRA.
	2022/06/06	Staff discussed proposed conservation covenant with ThINC, agreement to defer. Staff will reengage with adjacent landowner to discuss more formal access arrangement.
	2022/07/27	Adjacent landowner wishes to continue with informal access agreement. Staff will continue with current access and will consider varied trail options as part of the covenant negotiations.
Total	79 covenants registered	

Islands Trust Conservancy Expenditure Tracking 2022-2023									
GL	Description	Approved Budget	Islands Trust Contribution	SAR Grant	Total Available	Spent	Remaining	% Remaining	Committed Funds
75100-210/									
75110-210	Salaries and Benefits	\$ 656,368	\$ 513,168	\$ 143,200	\$ 656,368	\$322,464	\$ 333,904	51%	\$ 344,531
50700-210	Admin. Support	\$ 262,780	\$ 262,130	\$ 650	\$ 262,780	\$147,919	\$ 114,861	44%	\$ 145,500
54500-210	Communications	\$14,780	\$11,630	\$5,650	\$ 17,280	\$8,661	\$ 8,619	50%	\$ -
79500-210	Subscriptions	\$1,000	\$1,000		\$ 1,000	\$55	\$ 945	95%	\$ 300
67500-210	Memberships	\$0	\$0		\$ -	\$627	\$ (627)	0%	\$ 691
61100-210	Board Honoraria	\$ 6,600	\$ 6,600		\$ 6,600	\$4,800	\$ 1,800	27%	\$ 1,700
61200-210	Board Meeting Expense	\$ 1,425	\$ 1,425		\$ 1,425	\$1,044	\$ 381	27%	\$ -
61210-210	Board Training & Conferences	\$ 1,600	\$ 1,600		\$ 1,600	\$1,478	\$ 123	8%	\$ -
61300-210	Property Management	\$137,780	\$97,780	\$60,000	\$ 157,780	\$39,834	\$ 117,946	75%	\$ 62,586
61500-210	Cons Planning / Land Securement	\$26,550	\$10,550	\$ 16,000	\$ 26,550	\$11,925	\$ 14,625	55%	\$ 5,620
63000-210	Legal	\$ 13,000	\$ 10,000	\$ 3,000	\$ 13,000	\$17,935	\$ (4,935)	0%	\$ 2,000
61600-210	Ecosystem Mapping	\$ 18,000	\$ 13,000	\$ 5,000	\$ 18,000	\$0	\$ 18,000	100%	\$ -
74900-210	Safety	\$ -	\$ -		\$ -	\$739	\$ (739)	0%	\$ -
80300-210	Mobile Devices	\$ 1,350	\$ 1,350		\$ 1,350	\$2,092	\$ (742)	0%	\$ 1,258
81300-210	Training & Conferences	\$ 4,200	\$ 4,200		\$ 4,200	\$3,194	\$ 1,006	24%	\$ 521
81305-210	Travel for Training	\$ 2,200	\$ 2,200		\$ 2,200	\$494	\$ 1,706	78%	\$ 1,092
82300-210	Travel	\$ 17,880	\$ 12,880	\$ 5,000	\$ 17,880	\$20,005	\$ (2,125)	0%	\$ 17
84150-210	Trustee Remuneration "Employer Health Tax"	\$ -	\$ -	\$ -	\$ -	\$12	\$ (12)	0%	\$ 12
		\$ 1,165,513	\$ 949,513	\$ 238,500	\$ 1,188,013	\$583,277	\$ 604,747	51%	\$ 565,816
Restricted Funds									Committed Funds
	Alton Maintenance Account	\$ 103,636	\$ 10,022	\$ 113,658	\$ 10,878	\$ 102,780			\$ 5,395
	Ruby Alton Endowment Fund	\$ 144,609	\$ (10,609)	\$ 134,000		\$ 134,000			
	Opportunity Fund	\$ 114,151	\$ 52,464	\$ 166,615	\$ 32,116	\$ 134,499			\$ 14,350
	Covenant Mgmt and Defence Fund	\$ 115,790	\$ 1,193	\$ 116,983		\$ 116,983			
	Property Management Fund	\$ 10,651	\$ 110	\$ 10,760		\$ 10,760			
	Lasqueti Island Acq Fund	\$ 27,541	\$ 2,489	\$ 30,030		\$ 30,030			
	Link Island Fund	\$ -	\$ 36,708	\$ 36,708		\$ 36,708			
	Gambier Island Acq Fund	\$ 125,398	\$ (527)	\$ 124,871		\$ 124,871			
	Morrison Waxler Legacy Fund	\$ 14,809	\$ 174	\$ 14,983		\$ 14,983			\$ 3,000
	Thetis Island Acq Fund	\$ 1,301	\$ 13	\$ 1,314		\$ 1,314			
	McFadden Creek	\$ 23,162	\$ 229	\$ 23,391	\$ 1,795	\$ 21,597			\$ 833