



Islands Trust Conservancy

Regular Meeting Agenda

Date: Tuesday, March 14, 2023
Time: 10:00 am
Location: Electronic Zoom Meeting

Pages

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. RISE AND REPORT

Items from the January 24, 2023 In Camera Meeting:

- Item 4.1.3 - The Board approved a Morrison Waxler Biodiversity Protection Legacy Fund Grant of \$4,614.75 to expand the existing Nighthawk Hill Natural Area Protection Tax Exemption Program (NAPTEP) covenant, North Pender Island, by approximately 1 hectare, to protect a small-forested wetland area and a seasonal creek.
- Item 4.1.4 - The Board approved an Opportunity Fund Grant of \$50,000 be awarded to the Nature Conservancy of Canada from the Opportunity Fund for the acquisition of 161 hectares of land on Reginald Hill, Salt Spring Island.
- Item 4.1.6 - The Conservancy received a legacy donation of \$25,000 for the purposes of implementing a Western Screech-Owl Project research project on Link Island.

4. MINUTES/COORDINATION

4.1 Minutes of Meetings/Resolutions without Meetings

4.1.1 Approval of January 24, 2023 Regular Meeting Minutes 3 - 8

4.1.2 Record of Resolution without Meeting: ITC-RWM-2023-001 9 - 9

Authorization for Trustee Smith to attend the BC Coastal Marine Strategy Forum, March 7-8, 2023.

4.2 Follow-up Action List 10 - 13

5. BUSINESS

5.1 Items for Approval

5.1.1 2023/24 ITC Work Plan – Request for Decision 14 - 17

5.1.2 Referral, Development Variance Permit, GM-DVP-2022.4, Keats Island – Request for Decision 18 - 56

5.1.3 Referral, N. Pender Bylaw No. 232, Sidney Island – Request for Decision 57 - 64

5.1.4	Referral, Development Application RZ/OCP-2023-0018, Bowen Island - Request for Decision	65 - 87
5.2	Items for Discussion/Direction	
5.2.1	Annual Report 2022-23 Changes – Briefing	88 - 88
5.2.2	BC Coastal Marine Strategy Update (verbal)	
5.3	Correspondence	
5.3.1	Victoria Foundation - Cereus Fund Grant Letter, dated 2023-02-27	89 - 89
5.4	Updates for Information	
5.4.1	Public Acquisitions Report	90 - 91
5.4.2	Public Covenants Report	92 - 100
5.4.3	Budget Report	101 - 101
5.4.4	Executive Committee Update (verbal)	
5.4.5	Financial Planning Committee Update (verbal)	
5.4.6	Trust Council Update (verbal)	
5.4.7	Trustee Roundtable (time permitting)	
6.	PUBLIC COMMENTS AND DELGATIONS	
7.	NEW BUSINESS	
8.	NEXT MEETING	
	The next Islands Trust Conservancy Board meeting is scheduled for Tuesday, May 30, 2023 to be conducted electronically.	
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 Board Minutes of the Regular Meeting

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

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

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

1. CALL TO ORDER

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

1.1 Roundtable and Introductions

Trustees and Staff in attendance introduced themselves.

1.2 Elections

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

1.2.1 Election of Chair

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

1.2.2 Election of Vice-Chair

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

1.2.3 Election of Financial Planning Committee Representative

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

2. APPROVAL OF AGENDA

The following addition to the agenda was presented for consideration:

- ITC representative on the Governance Committee as agenda item 1.3

By general consent the agenda was approved as amended.

The Board then addressed agenda item 1.3

1.3 ITC Representative on the Governance Committee

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

ITC-2023-001

It was MOVED and SECONDED,

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

CARRIED

ITC-2023-002

It was MOVED and SECONDED,

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

CARRIED

3. RISE AND REPORT

None.

4. MINUTES/COORDINATION

4.1 Minutes of Meetings/Resolutions without Meetings

4.1.1 Approval of the November 22, 2022 Regular Meeting Minutes

The following amendment to the minutes were presented for consideration:

- correct the spelling of Trustee Elliott's surname

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

4.2 Follow-up Action List

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

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

5. BUSINESS

5.1 Items for Approval

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

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

ITC-2023-003

It was MOVED and SECONDED,

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

CARRIED

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

5.1.2 ITC Nature Reserves Monitoring Report 2022 - Request for Decision

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

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

ITC-2023-004

It was MOVED and SECONDED,

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

CARRIED

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

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

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

ITC-2023-005

It was MOVED and SECONDED,

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

CARRIED

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

Species at Risk Program Coordinator Tyrrell introduced the Project Charter.

ITC-2023-006

It was MOVED and SECONDED,

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

CARRIED

5.2 Items for Discussion/Direction

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

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

- if reducing the budget requests send a message that activities and projects can be accomplished with less funding
- how inflation is incorporated into the budget

- the current budget requests were carefully developed to reflect priorities
- some projects, such as the federally funded Species At Risk project, requires matching funds from Islands Trust in order for Islands Trust to receive the federal funds
- the initial draft budget would result in approximately a 10% increase to taxes and the second version of the draft budget would result in approximately a 3% increase to taxes
- there is much development and many new property owners in the Islands Trust Area
- the budget was substantially impacted by the new collective agreement

ITC-2023-007

It was MOVED and SECONDED,

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

CARRIED

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

5.3 Correspondence

None.

5.4 Updates for Information

5.4.1 Public Acquisitions Report

Received for information.

5.4.2 Public Covenants Report

Received for information.

5.4.3 Budget Report

Received for information.

5.4.4 Executive Committee Update

No update was provided.

5.4.5 Financial Planning Committee Update

No update was provided.

5.4.6 Trust Council Update

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

6. PUBLIC COMMENTS AND DELEGATIONS

None.

7. NEW BUSINESS

None.

8. NEXT MEETING - March 14, 2023

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

9. CLOSED MEETING

9.1 Motion to Close the Meeting

ITC-2023-008

It was MOVED and SECONDED,

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

CARRIED

10. ADJOURNMENT

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

Linda Adams, Chair

Certified Correct:

Robert Barlow, Legislative Services Clerk/Recorder

ISLANDS TRUST CONSERVANCY BOARD
RESOLUTION WITHOUT MEETING

RESOLUTION WITHOUT MEETING NO. ITC-RWM-2023-001

The following matter is considered urgent and necessary in order for the Islands Trust Conservancy Board to authorize the attendance of Trustee Smith at the BC Coastal Marine Strategy Forum, March 7-8, 2023, and approves expenses up to a total of \$500 to support attendance.

Trustees were notified, via email, of the call for resolution on February 22, 2023.
Trustees were notified, via email, of the call for the vote on February 22, 2023.

It was Moved by Trustee Scott and Seconded by Trustee Adams:

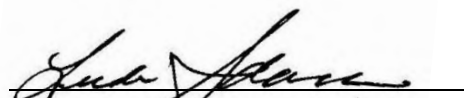
That the Islands Trust Conservancy Board authorize the attendance of Trustee Smith at the BC Coastal Marine Strategy Forum, March 7-8, 2023, and approves expenses up to a total of \$500 to support attendance.

<u>TRUSTEE CONTACTED</u>	<u>DATE VOTE RECEIVED</u>	<u>VOTE</u>
1. Linda Adams	22-Feb-23	In Favour
2. Risa Smith	23-Feb-23	In Favour
3. Grant Scott	22-Feb-23	In Favour
4. Susan Yates	22-Feb-23	In Favour
5. Tobi Elliott	22-Feb-23	In Favour

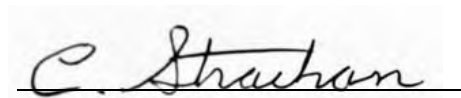
<u>TRUSTEES NOT AVAILABLE</u> n/a

FINAL VOTE COUNT (5) IN FAVOUR (0) OPPOSED DECISION **CARRIED**

THE CHAIR DECLARED THE ABOVE NOTED RESOLUTION CARRIED IN ACCORDANCE WITH SECTION 13 OF THE *ISLANDS TRUST ACT* on February 23, 2023.



CHAIR'S SIGNATURE



RECORDER'S SIGNATURE



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-May-2023	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-2024	In Progress



Follow Up Action Report

Trust Conservancy Board

26-Jan-2021

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

25-May-2021

Activity	Responsibility	Dates	Status
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.	Kathryn Martell	Target: 29-Sep-2023	In Progress

24-Aug-2021

Activity	Responsibility	Dates	Status
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	Jemma Green	Target: 31-Jul-2023	In Progress



Follow Up Action Report

Trust Conservancy Board

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: 31-Mar-2023	In Progress
2 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: 31-Mar-2023	In Progress
3 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: 31-Mar-2023	In Progress

24-Jan-2023

Activity	Responsibility	Dates	Status
----------	----------------	-------	--------



Follow Up Action Report

Trust Conservancy Board

24-Jan-2023

Activity	Responsibility	Dates	Status
1 ITC staff to convey to FPC that Islands Trust Conservancy Board has carefully considered potential budget item reductions and their implications and has concluded that its budget request is necessary and responsible.	Kate Emmings	Target: 27-Jan-2023	Completed



REQUEST FOR DECISION

To: ITC Board

For the Meeting of: March 14, 2023

From: Staff

Date Prepared: March 6, 2023

SUBJECT: 2023/24 ITC Work Plan

RECOMMENDATION:

That the Islands Trust Conservancy Board direct staff to:

- 1) Focus work for the 2023/24 fiscal year on:
 - The Climate Change Project;
 - Land management, land securement and targeted outreach components of the Species at Risk Program;
 - First Nations engagement associated with development of the ITC Plan; and
 - Administrative needs, including: policy updates, maintenance and updates to internal databases (land management and contact management), job description reviews for selected staff, review of the new website and technology used in the field; and
- 2) Delay the following work items until the 2024/25 fiscal year:
 - Revision of property management plans;
 - Development of a Reconciliation Action Plan;
 - Monitoring of lands that are protected by other conservation agencies (i.e. parks and nature reserves) or that are considered at low risk of covenant breach or trespass;
 - Outreach and communications that generate new conservation proposals;
 - Work on conservation proposals for lands not considered a very high priority for conservation and areas under 8 ha in size; and,
 - Placing of covenants on ITC Nature Reserves.

1 PURPOSE: To receive ITC Board direction regarding the focus for the 2023/24 work plan.

2 BACKGROUND:

At its January 2022 Board meeting, the ITC Board considered a resolution to provide direction to staff regarding the 2022/23 work program. The information provided to the Board at that time, identified the following challenges and needs:

- Need for updated policies and procedures;
- Dated job profiles and changes to the Professional Governance Act which require reviews of selected job descriptions;
- New administrative systems which require review and development of ongoing staff training programs; and,
- Added pressures on support staff, including ITC Manager and Administrative Assistant due to increased staff levels.

ITC staff have made good progress on several of the needs identified in early 2022, including:

- 1) Completion of the 2023-2025 ITC Plan;
- 2) Creation of job profiles and classifications for the Strategic Fund Development Specialist and Communications Specialist;

- 3) Initiation of projects to address administrative systems for contact relationship management, property management and digitization of field work; and,
- 4) Implementation of systems for staff management and coordination.

Nevertheless, several ongoing projects and needs have not been completed, most notably:

- 1) Reconciliation Action Plan
- 2) Climate Change Project – Phase 1
- 3) Interim evaluation of the Regional Conservation Plan
- 4) Completion of projects to address administrative systems for:
 - a. contact relationship management,
 - b. property management, and
 - c. digitization of field work.

Staff recommend continuing to reduce some work areas to assist with completion of current projects, as noted above and are seeking Board direction regarding areas of focus.

Other Considerations:

Workload issues identified in 2020 and 2021 have been addressed through the addition of:

- 0.6 FTE Fund Development Specialist (approved in 2022/23 budget);
- 1.0 FTE Species at Risk Coordinator (hired June 2021); and,
- 1.0 FTE Co-op Student position (Summer months, first hired in 2021)

These positions have addressed the shortfalls in capacity related to fund development, communications, and some property management needs. Staff are now considering measures to address workload for land securement, conservation planning/mapping and administration. Options being considered include contracting support for project-based work and further increases to staffing.

Staff also considered grants as a possible source of funding, but do not have sufficient capacity to engage in grant writing at this time. Additionally, staff advice is that grant funding would not yield sustainable ongoing funding without significant ongoing investment in grant development, management and reporting; and, even with this investment of time, positions funded through grants are not permanently secure.

3 IMPLICATIONS OF RECOMMENDATION:

ORGANIZATIONAL: Staff work programs will be adjusted to meet the Board recommendation. There is a risk to the ITC that we may lose some land securement opportunities by implementing this resolution because of landowner turnover or loss of interest; however, there is also the risk of disappointing applicants if staff workloads cause significant delays in application processing. Workload management is important to efficiency and applicant (client) satisfactions levels.

FINANCIAL: None.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: ITC staff developed communications messaging in early 2022 to address communications with public who wish to submit conservation proposals and to respond to inquiries from partner groups regarding land securement and management planning. This communications messaging will continue to be used throughout the 2023/24 fiscal year.

FIRST NATIONS: The recommendation prioritizes First Nations engagement for the ITC Plan and will allow the ITC Manager and other staff to focus on building relationships with First Nations; however, it also further delays work on the ITC Reconciliation Action Plan. Islands Trust currently has a vacancy in its Senior Intergovernmental Policy Advisor position. This position is responsible for assisting with intergovernmental relationships between Islands Trust and First Nations. Staff are hopeful that this position will be available to provide advice on First Nations engagement by

the end of the summer and that working with First Nations on the ITC Plan will inform a Reconciliation Action Plan.

CLIMATE CHANGE: The recommendation prioritizes the ITC Climate Change Project and will allow the Ecosystem Protection Specialist to focus on the Climate Change Project. The purpose of the Climate Change Project is to conduct a pilot analysis of climate change impacts, for two or three ITC Nature Reserves, as a first step in adapting ITC's work to protect local species and ecosystems through climate futures. The work to understand impacts of climate change on ITC lands will help to ensure that ITC staff can manage lands to maximize ecosystem health and maintain the natural values in its conservation lands. Caring for existing protected areas is important to ensuring that the values ITC works hard to conserve are maintained into the future.

OTHER: None.

4 RELEVANT POLICY(S):

[Policy 1.3 Islands Trust Conservancy Board Roles and Responsibilities](#)

[Policy 2.1: Board Approval of Projects and Transactions](#)

5 ATTACHMENT(S): None.

RESPONSE OPTIONS

Recommendation:

That the Islands Trust Conservancy Board direct staff to:

- 1) Focus work for the 2023/24 fiscal year on:
 - The Climate Change Project;
 - Land management, land securement and targeted outreach components of the Species at Risk Program;
 - First Nations engagement associated with development of the ITC Plan; and
 - Administrative needs, including: policy updates, maintenance and updates to internal databases (land management and contact management), job description reviews for selected staff, review of the new website and technology used in the field; and
- 2) Delay the following work items until the 2024/25 fiscal year:
 - Revision of property management plans;
 - Development of a Reconciliation Action Plan;
 - Monitoring of lands that are protected by other conservation agencies (i.e. parks and nature reserves) or that are considered at low risk of covenant breach or trespass;
 - Outreach and communications that generate new conservation proposals;
 - Work on conservation proposals for lands not considered a very high priority for conservation and areas under 8 ha in size; and,
 - Placing of covenants on ITC Nature Reserves.

Alternative:

That the Islands Trust Conservancy Board direct staff to:

- 3) Focus work for the 2023/24 fiscal year on:
 - Land securement opportunities;
 - Land management, land securement and targeted outreach components of the Species at Risk Program;
 - First Nations engagement associated with development of the ITC Plan; and
 - Administrative needs, including: policy updates, maintenance and updates to internal databases (land management and contact management), job description reviews for selected staff, review of the new website and technology used in the field; and
- 4) Delay the following work items until the 2024/25 fiscal year:
 - Revision of property management plans;

- Development of a Reconciliation Action Plan;
- Monitoring of lands that are protected by other conservation agencies (i.e. parks and nature reserves) or that are considered at low risk of covenant breach or trespass;
- Outreach and communications that generate new conservation proposals;
- The Climate Change project;
- Evaluation of the Regional Conservation Plan; and,
- Placing of covenants on ITC Nature Reserves.

The alternative above focusses the work of the Ecosystem Protection Specialist on land securement and pauses work on strategic projects like the Climate Change Project and evaluation of the Regional Conservation Plan.

Other variations of the recommendation may be discussed by the Board and staff will provide advice to help inform alternative options considered.

Prepared By: Kate Emmings, Islands Trust Conservancy Manager



REQUEST FOR DECISION

To: ITC Board

For the Meeting of: March 14, 2023

From: Staff

Date Prepared: February 16, 2023

SUBJECT: Development Variance Permit Referral (Keats Island)

RECOMMENDATION:

That the Islands Trust Conservancy Board direct staff to draft a letter to the Gambier Island Local Trust Committee regarding GM-DVP-2022.4 indicating that, based on the information provided, the Board does not believe that the project will negatively impact the Sandy Beach Nature Reserve and finds its interests to be unaffected by the application.

- 1 PURPOSE:** To consider a response to the referral of a development variance permit to construct a rock wall revetment within the setback to the natural boundary of the sea 370 m from the Sandy Beach Nature Reserve, Keats Island.
- 2 BACKGROUND:** The Gambier Island Local Trust Committee has received an application for a Development Variance Permit (GM-DVP-2022.4) to allow the construction of a rock wall revetment within the setback to the natural boundary of the sea. The proposed rock wall is on the property directly adjacent to the ITC owned [Sandy Beach Nature Reserve](#) (SBNR) although the location of the rock wall is approximately 370 metres away from the property boundary as the property is divided into many leaseholder lots (see Figure 1).



Figure 1 Approximate location of proposed development (Red Star) and the Sandy Beach Nature Reserve (Purple Fill), Photo of the area showing the cabin in relation to the shoreline

The Keats Island Land Use Bylaw (LUB) requires a 7.5 metre setback from the natural boundary of the sea and this application would see the rock wall being built within 0 metres of the natural boundary of the sea. The purpose of the rock wall revetment is to protect an existing cabin. Two professional reports have been included with the application, an environmental review by a Registered Professional Biologist and an assessment by an engineer providing recommendations and designs for the boulder revetment to adhere to the intent of Green Shores for Homes Guiding Principles (see attachments for both reports).

A key note from the engineering report outlines that the proposed gently sloping revetment should effectively dissipate wave energy without any effect on the neighbouring properties. The gentle transition to the foreshore revetment at each extent should prevent eddying effects from the revetment installation. The design allows for areas for vegetation to grow and will use boulders of various sizes to minimize the reflection of waves to adjacent areas. It is important that the structure and its effect on the neighbouring shoreline be monitored to ensure that there is no damage to the shoreline of SBNR.

ITC staff have also consulted the Islands Trust Shoreline Mapping for Keats Island (2011, attached). The maps for this area of Keats indicate that “for Keats Island, its exposure to northeast outflow winds flowing out of Howe Sound means that the dominant sediment movement direction is complex, driven by both northeast outflow winds and storms from the south.”

3 IMPLICATIONS OF RECOMMENDATION:

ORGANIZATIONAL: Staff time will be required to communicate the decision to the Gambier Island Local Trust Committee.

FINANCIAL: None.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: Staff will provide the ITC Board response to the Gambier Island Local Trust Committee.

FIRST NATIONS: ITC staff have not contacted any First Nations to discuss the application. Syeta'xtn (Chris Lewis), Spokesperson and Councillor of Squamish Nation had the following to say about SBNR and Keats Island:

“Skw̓ xw̓ ú7mesh (Squamish) people have a long interconnected history with Keats Island. The island is laden with place names and areas of cultural significance that remind us, as Skw̓ xw̓ ú7mesh, who we are and how the island provided for our people since the beginning of creation. We relied on the aquatic and terrestrial resources of the island to maintain our culture and way of life. The Nation looks forward to continuing our relationship with the Islands Trust Conservancy to ensure that we are protecting both our environment and Skw̓ xw̓ ú7mesh connections to the land and the resources.”

CLIMATE CHANGE: Given that SBNR borders the ocean along its length, sea level rise due to climate change may significantly affect the nearshore ecosystems. The beach itself may be below sea level in the future. In addition to sea level rise, the increasing frequency and intensity of winter storms due to climate change can have several adverse effects on SBNR, such as sand sediments being washed away from the beach, large-scale windthrow events, and increased refuse deposited on shore. It is unknown if the shoreline revetment will impact Sandy Beach Nature Reserve as the climate changes.

OTHER: None

4 RELEVANT POLICY(S):

[ITC Policy 3.1, Islands Trust Conservancy and Local Planning Services Coordination](#)

5 ATTACHMENT(S):

- 1) Memorandum - Referral of Development Variance Permit Application GM-DVP-2022.4
- 2) Environmental Assessment Report
- 3) Engineering Assessment Report
- 4) Keats Island Shoreline Mapping (Islands Trust, 2011)

RESPONSE OPTIONS

Recommendation:

That the Islands Trust Conservancy Board direct staff to draft a letter to the Gambier Island Local Trust Committee regarding GM-DVP-2022.4 indicating that, based on the information provided, the Board does not believe that the project will negatively impact the Sandy Beach Nature Reserve and finds its interests to be unaffected by the application.

Alternative:

That the Islands Trust Conservancy Board direct staff to draft a letter to the Gambier Island Local Trust Committee regarding GM-DVP-2022.4 indicating that the Board recommends that the Development Variance Permit be declined for the following reasons: *[insert reasons]*

Prepared By: Kate Emmings, ITC Manager & Nuala Murphy, Property Management Specialist

MEMORANDUM

File No.: GM-DVP-2022.4 Convention
of Baptist Churches (Seneca)

TO: Islands Trust Conservancy Board

FROM: Stephen Baugh, Planner 2
Northern Team

COPY: Kate Emmings, Manager of Islands Trust Conservancy

SUBJECT: Referral of Development Variance Permit Application GM-DVP-2022.4

PURPOSE

Referral for Islands Trust Conservancy (ITC) Board comment of development variance permit (DVP) application GM-DVP-2022.4, as per the Islands Trust Conservancy and Local Planning Services Coordination Policy Number 3.1.

BACKGROUND

The proposed development is located at 900 Keats Road (PID: 014-385-694), and is approximately 370 metres from the Sandy Beach Nature Reserve on Keats Island, as shown in Figure 1.



Figure 1 Approximate location of proposed development (Red Star) and the Sandy Beach Nature Reserve (Purple Fill)

The Keats Island Land Use Bylaw (LUB) requires a 7.5 metre setback from the natural boundary of the sea and this application proposes to site a rock wall revetment on Leaseholder Lot 69 of District Lot 696 within 0 metres of the natural boundary of the sea.

The purpose of the rock wall revetment is to protect and existing cabin located on Leaseholder lot 69. Two professional reports have been included with the application, an environmental review by a Registered Professional Biologist (Attachment 3) and an assessment by an engineer providing recommendations and designs for the boulder revetment to adhere to the intent of Green Shores for Homes Guiding Principles (Attachment 4). Both reports provide recommendations for the construction of the rock wall revetment to ensure there is minimal environmental impact and the shoreline remains healthy.

District Lot 696 shares a lot line to the southwest with the Sandy Beach Nature Reserve which is owned and managed by the Islands Trust Conservancy.

Table 1 in ITC Board [Policy 3.1](#) notes that DVP applications that directly affects a property adjacent to an ITC owned-property or conservation covenant shall be referred to the ITC Board for comment.

A public notification, including a draft permit, will be mailed to neighbouring property owners within 100 metres of the subject property prior to the Gambier Island Local Trust Committee (LTC) regular business meeting where the DVP application is considered.

NEXT STEPS

The ITC Board comments will be included in the staff report to the Gambier Island LTC for consideration.

Submitted By:	Stephen Baugh, Planner 2	January 18, 2023
---------------	--------------------------	------------------

ATTACHMENTS

1. Survey Plan, dated October 27, 2021
2. Site Plan, dated July 5, 2021
3. Environmental Redevelopment Review of the Proposed Shoreline Revetment at Strata Lot 69, DL 696, Keats Island (Finlay Property) by FSCA Biological Consultants
4. Foreshore Assessment and Revetment Design by Lewkowich Engineering Associates Ltd.

● DENOTES A STANDARD IRON POST FOUND.

□ 100.00
DENOTES 1X2 WOODEN STAKE SET.

+ 100.00
DENOTES GROUND ELEVATION.

⊖ 9.99
PPS/METER
DENOTES A SERVICE POWER POLE WITH METER AND GROUND ELEVATION.

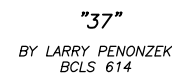
● 9.44
DENOTES GROUND ELEVATION OF SOLID ROCK.

⊖
DENOTES MANHOLE OF UNKNOWN UTILITY.

○ 9.44
40 FIR
DENOTES TREE, SPECIES AND SIZE (ø, CM) LISTED.

△ TAG 9999 CED
DENOTES A TAG ON TREE, TAG NUMBER AND TREE SPECIES.

COPYRIGHT 2020.

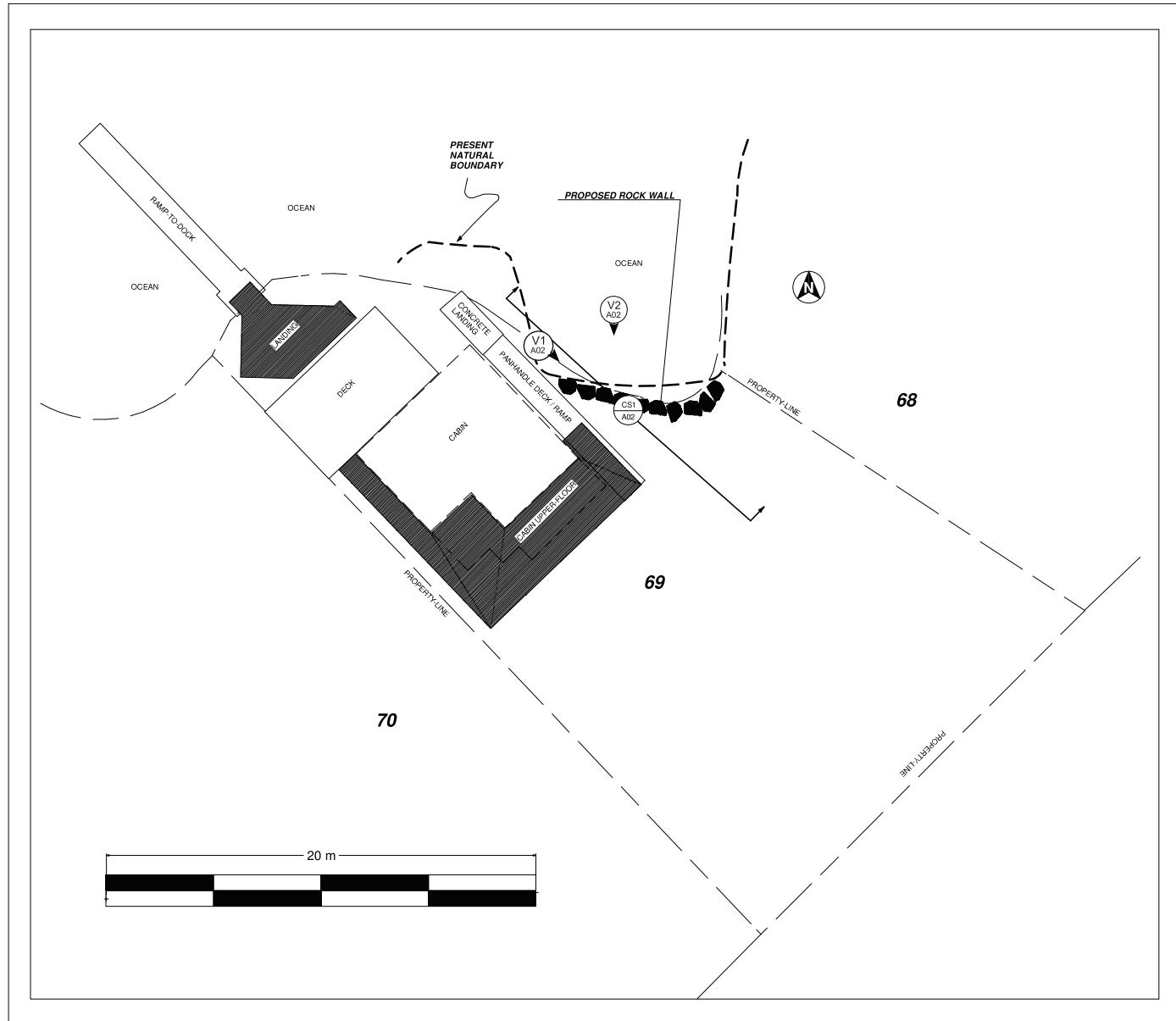


20065-1603

EXISTING CONDITION V1



EXISTING CONDITION V2



SPACE

DESIGN & DRAFTING

ALL CONSTRUCTION TO CONFORM TO THE CURRENT BUILDING CODE. THE GENERAL CONTRACTOR AND THE OWNER SHALL REVIEW AND VERIFY ALL INFORMATION SHOWN ON THE DRAWINGS PRIOR TO COMMENCEMENT OF CONSTRUCTION.

ANY ERRORS OR OMISSIONS SHALL BE REPORTED TO THE SPACE DESIGN TEAM PRIOR TO CONSTRUCTION. THE GENERAL CONTRACTOR AND THE OWNER SHALL BE RESPONSIBLE FOR THE CONTENT OF THE DRAWINGS.

THE LIABILITY OF THE SPACE DESIGN TEAM IS LIMITED TO THE WORK OF CHANGES TO THE DRAWINGS PRIOR TO CONSTRUCTION.

DRAWING LIST

A-01 = SITE PLAN
A-02 = 3D, SECTION & DESCRIPTION

REV.	DATE	DESCRIPTION	BY
A	21/12/14	CONCEPT	EA

KEATS ISLAND
PRIVATE RESIDENCE
RETAINING WALL

A01
3D AND SITE PLAN

DATE: December 14th, 2021
SCALE: SEE DRAWING
By Eric Amberg

SHEET NO.
A-01

V1



PROPOSED ROCK-WALL FOR STRATA LOT 69, DL 696 KEATS ISLAND
APPROX. 0.6 M. HIGH ROCK WALL
PLACED ABOVE PRESENT NATURAL
BOUNDARY.

(A)

(B)

WALL TO BE BACK-FILLED WITH
SCREENED AND WASHED DRAIN-ROCK

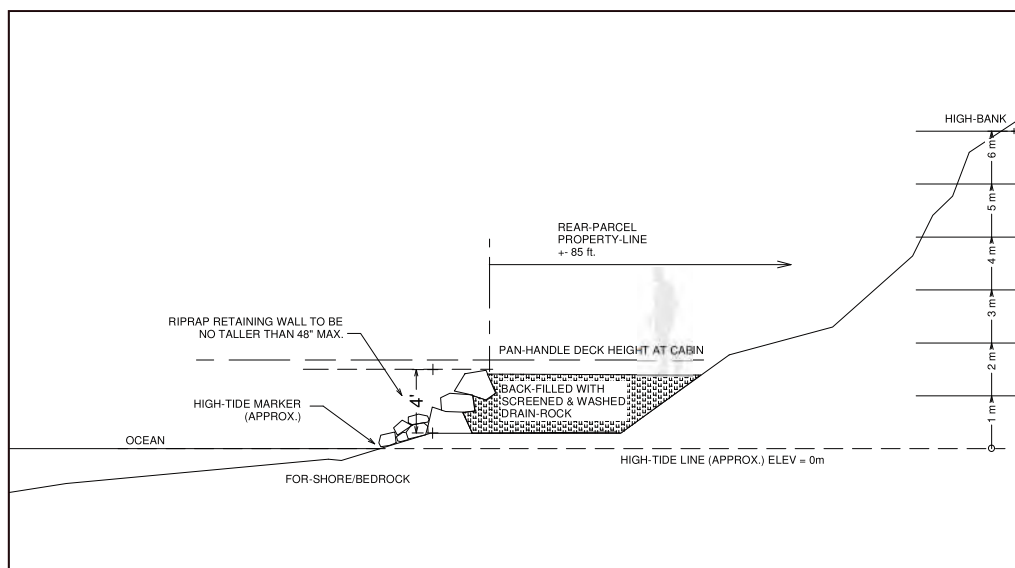
CS1
A02

ELEVATION/CROSS SECTION

V2



EXISTING CONDITION V2



SPACE
DESIGN & DRAFTING

ALL CONSTRUCTION TO COMPLY TO THE
CURRENT EDITION OF THE BC BUILDING CODE.
THE GENERAL CONTRACTOR FOR THE OWNER
SHALL REVIEW AND VERIFY ALL REQUIREMENTS
SHOWN ON THE DRAWINGS PRIOR TO
COMMENCEMENT OF CONSTRUCTION.
ANY ERRORS OR OMISSIONS SHALL BE REPORTED
TO THE SPACE DESIGN & DRAFTING TEAM
IMMEDIATELY BY CHANGING AND CORRECTING
THE GENERAL CONTRACTOR AND THE OWNER
PRIOR TO ACCEPTING FULL RESPONSIBILITY FOR
THE CONTENT OF THE DRAWINGS.
THE DRAFTING OF THE SPACE DESIGN & DRAFTING
TEAM IS RESPECTED TO THE MAKING OF CHANGES
TO THE DRAWINGS PRIOR TO CONSTRUCTION.

DRAWING LIST

A-01 = SITE PLAN
A-02 = 3D, SECTION & DESCRIPTION

REV.	DATE	DESCRIPTION	BY
A.	21/12/14	CONCEPT	EA

KEATS ISLAND
PRIVATE RESIDENCE
RETAINING WALL

A02
3D AND CROSS-SECTION

DATE: December 14th, 2021

SCALE: NTS

By Eric Amberg

SHEET NO.

A-02



May 5, 2022

Our File No.: FSCI-22-0021

Monte Staats
Gibsons, BC

Sent via email: monte.staats@gmail.com

Dear Mr. Staats:

**Re: Environmental Redevelopment Review of the Proposed Shoreline
Revetment at Strata Lot 69, DL 696, Keats Island (Finlay Property)**

This letter and attachments provide our environmental assessment of the proposed construction of a shoreline revetment at the above referenced property. The assessment is based on review of existing information available from the Islands Trust, BC Conservation Data Centre and a site visit on February 4th 2022.

The following describes our understanding of the project, existing biophysical conditions and potential sensitive environmental features. We have provided recommendations and/or suggestions for environmental protection and mitigation.

Project Description

The subject property is located on the northwest side of the island near Keats Camp and is a strata lot.

The proposed project entails the construction of a rock shoreline revetment that is intended to protect the existing cabin and upland from further shoreline erosion. The existing home is located within the marine riparian area. The details of the revetment and dock design have been prepared by the owner's representative (M. Staats).

The scope of this assessment is limited to the important biophysical aspects, in particular areas of important foreshore and marine riparian buffer.

Marine Riparian

In order to facilitate the environmental review a 15-m upland buffer is considered the marine riparian area for review purposes. It's recognized that this home is grandfathered and lies within this buffer.

The riparian is characterized as the zone from the highest highwater upland. This area has been previously altered/cleared to facilitate the house (**Photo 1**). Along

the shoreline edge the conifer canopy is primarily Western Red Cedar (*Thuja plicata*) and ground cover includes Salal (*Gaultheria shallon*) and Deer Fern (*Blechnum spicant*).

The proposed revetment will result in minimal shoreline vegetation disturbance.

There were no observed areas of upland sedge or salt grasses and no “suitable” trees near the planned project area that would provide suitable roosting or nesting opportunities for raptors or Great Blue Herons. In the event nesting activities within 50-100 are observed, a Qualified Professional should be consulted and a mitigation plan developed for the duration of the project.



Photo 1: The Finlay property on Keats Island. The marine riparian is dominantly Western Red Cedar with Salal and Deer Fern ground cover. The lot has been developed in the past to accommodate the house footprint.

Intertidal Foreshore

The intertidal area is the zone from the highest highwater to the zero datum. Observations were made at a low tide but not zero tide.

The substrate is primarily bedrock with pockets of accumulated gravels and angular cobble (**Photo 1 and 2**). The gravel accumulation is spatially limited and although size is suitable for forage fish use, the size of the patches and access may restrict use. The intertidal area will not be altered or impacted.

The lower portion of the intertidal had various marine algae's, including Fucus (*Fucus* spp) and Sea Lettuce (*Ulva* spp). It's assumed by the nature of the substrate that the area will limit bivalve distribution.

Large woody debris was observed collecting in this area where the shoreline contour creates a "pocket" and collection point for floating large wood debris (**Photo 3**)



Photo 2: The area of intertidal fronting the Finlay property. The area has a pocket area where gravel accumulation occurs. The majority of the intertidal substrate is bedrock and broken cobble. The planned revetment, located upland from the highwater mark will protect the house from increased erosion created by wave action.

Mitigation

As previously discussed, the planned redevelopment of this property includes the design and construction of a shoreline revetment. To minimize further environmental impact, the following provides suggested mitigation and design criteria intended to protect existing marine and marine riparian habitats.

Shoreline Revetment

The construction of a shoreline revetment is intended to stabilize and protect the



Photo 3: *The shoreline fronting the Finlay property at lower tide. The small pocket beach and bedrock sill fronting the home accumulated large wood debris. These materials, during high tide events, with appropriate winds and seas, is battering the home that has no shoreline protection.*

property from further erosion. The revetment design should be provided by a qualified professional with experience in revetment construction.

We offer the following comments and requirements to help mitigate for disturbance along the foreshore during construction of the shoreline revetment:

1. The revetment design should not be vertical and designed to allow native shrub and ground cover plantings within the structure. Ideal plantings should mimic existing surrounding plantings and may include, but not limited to Salal, Oregon Grape, Nootka Rose and Oceanspray.
2. The shoreline revetments must meet all required Islands Trust building code/bylaws or Planning Department criteria.
3. The structure is generally toed into the ground starting at the highest high water and must be built upland away from the beach. No encroachment into the intertidal can occur. Unauthorized encroachment seaward from the highest high-water point is a chargeable offence under the Federal Fisheries Act. If it's necessary to develop below the highwater mark, a request for review by fisheries is required. This would also require acceptable development of habitat offsetting.

In addition, encroachment below the highest highwater would require approval from the Province of BC. Its best to avoid this route.

Please note that the current high-water mark may differ from any historic shoreline delineation. Land lost to the sea cannot be reclaimed without seeking approvals from Fisheries and Oceans Canada and BC.

4. All construction machinery used to build the revetment must be clean with no fuel or hydraulic leaks. There must be a spill kit on site at all times and no re-fueling of the excavator can occur near the beach.
5. Logs found on the beach surface can be relocated during construction. In particular those high on the beach. Wherever possible the wood must be returned to its original location.
6. Materials to be used for construction of the revetment must be clean and temporarily stored above the high tide mark or upland on the property.
7. **No** native beach material (rock or gravels) can be used for fill or construction, relocated or permanently removed in order to construct the new structure. Disturbance of rock below the tide line may be considered an impact under the Fisheries Act.
8. We recommend the property owner or contractor agree to have an Environmental Monitor inspect the project during construction. This person would be charged with ensuring works do not adversely impact the intertidal habits fronting the project site. The cost of the EM is the responsibility of the proponent or contractor.
9. The area upland of the revetment falls within the marine riparian. It is recommended that post revetment construction that a fringe of native shrubs be planted along the top of the revetment between the structure and the house. This will provide some level of remediation for the marine riparian area and may act as additional erosion protection under extreme conditions.

Conclusions

Based on the results of this assessment, the existence of a home, failing shoreline and limited access to the property, it is my opinion that the planned installation of a rock revetment can be constructed without further significant environmental impact.

This conclusion is conditional on the diligent and committed implementation of the mitigation measures. In the event the redevelopment is impacting marine foreshore and intertidal habitats the project should be halted and a Qualified Environmental Professional consulted.

Closure

This document was prepared by **FSCI** Biological Consultants and represents professional judgment based on information available at the time of preparation and appropriate for the scope of the project. This document is for the private information and benefit of the client for whom it was prepared and the specific purpose for which it was developed. Third parties may not use content in this document without the prior written authorization from **FSCI** Biological Consultants.

Any use or reliance on this document by third parties is the responsibility of such third parties. **FSCI** Biological Consultants and the authors accept no responsibility for damages suffered by any third party as a result of decisions made or action based on this document.

We trust this report meets your needs. Should you have any questions or concerns, please contact the undersigned at your convenience.

Sincerely

D. Bates, PhD, RPBio
Habitat Biologist

/db

Cc: Jim Wilson, Sr. Technician, **FSCI**
File





Lewkovich Engineering Associates Ltd.

geotechnical • environmental, health & safety • materials testing

GEOTECHNICAL REPORT

Seneca Consulting
monte.staats@gmail.com
 Gibsons, BC

File: E1336.01
 Date: August 18th, 2022

ATTENTION: Mr. Monte Staats
PROJECT: SHORELINE PROTECTION
 STRATA LOT 69, DL 696, KEATS ISLAND, BC
SUBJECT: FORESHORE ASSESSMENT AND REVETMENT DESIGN

1.0 INTRODUCTION

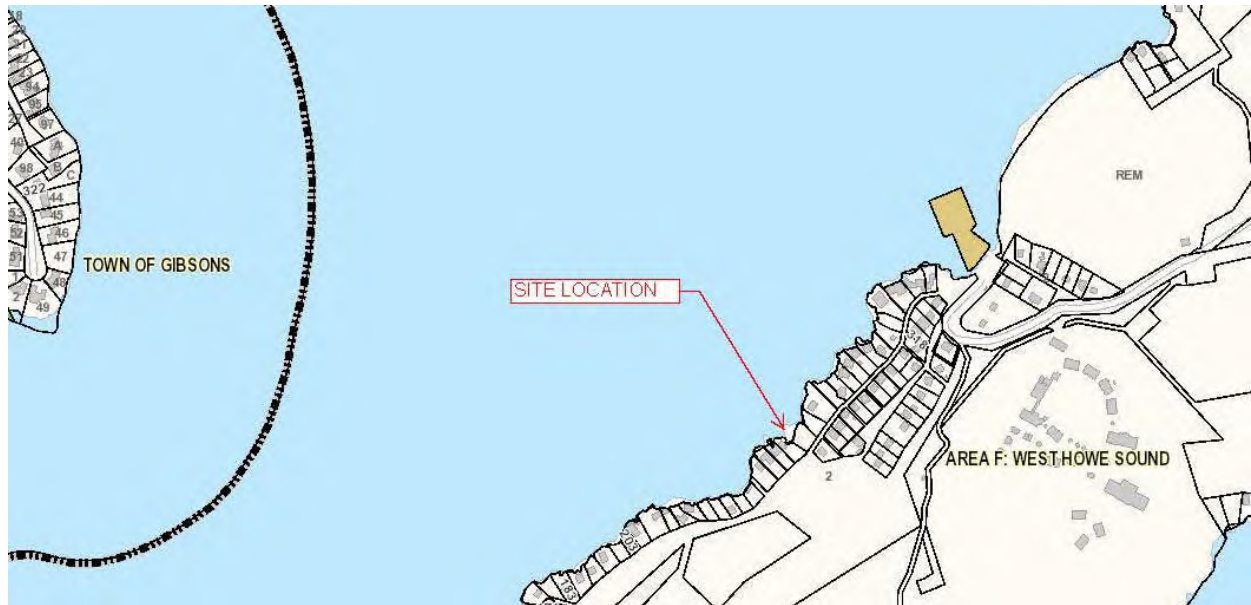
- a. As requested, Lewkovich Engineering Associates Ltd. (LEA) has conducted an assessment regarding the design and construction of shoreline protection for the property located at Strata Lot 69, DL 696 on Keates Island, BC.
- b. This letter summarizes the results of our assessment, observations and design and provides our comments, recommendations, and conclusions regarding the proposed construction of the shoreline protection.

2.0 OBJECTIVES

- a. The objectives of this report are to provide recommendations and designs regarding the protection of land and property utilizing a boulder revetment while adhering to the intent of the Green Shores for Homes Guiding Principles (GSH). These “Guiding Principles” consist of the following:
 - i. Preserve or restore physical processes to maintain healthy shorelines.
 - ii. Maintain or enhance habitat function and diversity along the shoreline.
 - iii. Prevent or reduce pollutants from entering the aquatic environment.
 - iv. Avoid or reduce cumulative impacts on the shoreline environments.

3.0 SITE CONDITIONS

The property is currently developed with a Cabin, dock and landscaping features throughout the site. In addition, there is a wooden walkway fronting the building. The subject site is in the southwestern portion of the island. See figure below for site location.



- b. In general, the foreshore can be characterized as a low-bank shoreline with a gently sloping intertidal zone facing the open waters of the Strait of Georgia / Salish Sea to the north. The total height of the shoreline bank was approximately 1.5m, and made up of granitic bedrock mantle at a steep inclination. Except for the subject area where the bedrock dips 1.0 to 1.5m. See picture below



- c. Recent storm events have brought significant flotsam (large logs) right up to the building and walkway where the bedrock dips lower. This lower area is 8-9 Lineal Metres and ends where the bedrock mantle rises at each end. Due to climate change and sea level rise there is much higher frequency of waves reaching within 3m of the building.
- d. There is an average 36 metre length of inter-tidal zone along this section of shoreline. The very gently sloping sea floor extends into the Strait of Georgia. This very gently sloping beach is primarily made up of smooth undulating sandstone bedrock with pockets of sand, pebbles, and boulders.
- e. The property owner is looking to reduce the potential for catastrophic damage to the building by constructing a shoreline revetment that is consistent with the existing natural bedrock. These works will help prevent waves from projecting water and flotsam toward the residence. Although the project is very small, it is a crucial step in preventing damage to the land and buildings as there is no other way to manage the risk without abandoning the property.
- f. Survey data for the present natural boundary was provided by the client, dated June 23, 2020.

4.0 FORESHORE REVETMENT DESIGN

- a. The wave climate at the site is influenced by several factors including bathymetry, tidal level, storm surge, wind speed and direction, as well as future sea level rise. A foreshore revetment following the GSH principles was considered the most suitable design for this site. To conform to GSH design criteria, the following design principles shall be included:
 - i. The finished gravel slope above the revetment shall not exceed 1H:1V (Horizontal, Vertical). The revetment shall be constructed by utilizing a minimum two layers of large 900mm to 1200mm boulders, smaller 100 to 300mm fractured rock infill and smaller voids filled completely with on-site well graded sand and gravel. The proposed revetment should be keyed into the natural substrate material a minimum of two galvanized pins per boulder. Prior to the placement of the underlying rock structure, a layer of geotextile is required to provide a barrier to the migration of insitu fine-grained material from wave and tidal action.
 - ii. This will provide a gentle transition from the shoreline to the subject property rear yard level and suitable growth medium for native shoreline species which will aid in reducing erosion of the finer soils. See Following Table 4.0 for typical gradation of revetment materials.

Revetment Materials	
Material Type	Diameter (mm)
Sand	0.125 to 4.75
Gravel	4.76 to 75
Cobble	76 to 256

Table 4.0 – Foreshore Revetment Materials

- iii. See attached LEA Drawing E1336-01 - Foreshore Revetment Design, for further details.

5.0 CONSTRUCTION RECOMMENDATIONS

- The bottom of the eroded area should be upland of the Present Natural Boundary and should be cleaned of loose debris to the bedrock mantle, which will provide the position of the foreshore revetment area and allow for the base row of each large boulders to be pinned with a minimum of two (2) galvanized 25mm dowels grouted 300mm into the existing rock. No disturbance past the PNB is permitted.
- A layer of non-woven geotextile filter fabric (Armtec-250 or equivalent) should be placed on the prepared base and extend to the top of the revetment against the insitu topsoils.
- The 900mm to 1200mm boulder structure should then be installed by placing them in a “tight” two-layer matrix, beginning with the largest rocks pinned to the base, then continuing to construct the revetment in a bottom-up sequence (i.e. from toe to crest), while being mindful of the maximum 1H:1V slope requirement.
- Smaller sized rocks (200mm to 300mm) shall be used to infill any larger gaps within the rock structure throughout construction.
- The overall slope of the revetment shall not exceed 1H:1V.
- The revetment at both the north and south ends should smoothly transition to existing bedrock. This will effectively guard against erosion of the natural slope face and help prevent waves/ debris over topping onto the upland area near the Cabin.

6.0 CONCLUSIONS AND RECOMMENDATIONS

- Based on our foreshore assessment and recommendations outlined below, we conclude the designed

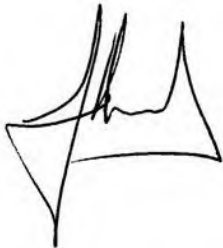
foreshore revetment will help protect the foreshore from marine erosion by dissipating wave energy and providing stability to the foreshore bank.

- b. The proposed gently sloping (1H:1V) revetment should effectively dissipate wave energy without any effect on the neighbouring properties. The gentle transition to the foreshore revetment at each extent should prevent eddying effects from the revetment installation.
- c. The effects of sea level rise could reduce the effectiveness of the revetment in the long term. The design has incorporated a non-erodible matrix of boulders that will provide a stable base for the future expansion of the revetment both in height and depth if warranted to protect habitat, life, and property.
- d. The benefits of the design principles from the perspective of GSH are:
 - i. The proposed revetment preserves the physical processes required to maintain healthy shorelines, compared to more obtrusive concrete structures (i.e., concrete walls). Public access between the revetment and highwater mark is maintained throughout the shoreline at the rear of the subject property.
 - ii. The proposed design will maintain or enhance the habitat diversity and function in areas along the shoreline.
 - iii. The proposed revetment will prevent and/or reduce pollutants entering the aquatic environment.
 - iv. The design will reduce the cumulative impacts to the costal environment by reducing erosion and by providing a more stable growth medium for native species.

7.0 CLOSURE

- a. Lewkowich Engineering Associates Ltd. appreciates the opportunity to be of service on this project. If you have any comments, or if we can be of further service, please contact us at your convenience.

Respectfully Submitted,
Lewkowich Engineering Associates Ltd.



John Hessels, ASCT
Senior Technologist



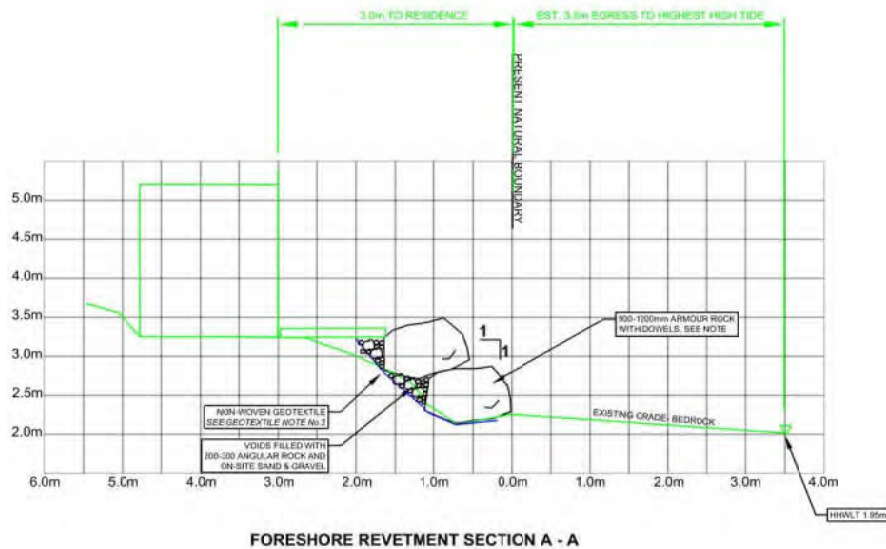
Chris Hudec, M.A.Sc., P.Eng.
Senior Project Engineer

8.0 ATTACHMENTS

1. KICAS Topographic Plan Lot 69 Keats Island, Dated June 23rd, 2020
2. LEA Drawing No. E1108-01 – Shoreline Revetment Design. Dated August 8th, 2022

9.0 REFERENCE:

1. Green Shores for Homes. December 2015.
2. Islands Trust, Gambier Island Area, Keats Island Shoreline Protection DPA.



CONSTRUCTION NOTES:

1. REMOVE DEBRIS ALONG SLOPE FACE PRIOR TO PLACING GEOTEXTILE.
2. LIMIT DISTURBANCE AND LEAVE FORESHORE MATERIAL INTACT AS MUCH AS POSSIBLE.
3. TIE IN THE EAST AND WEST SIDE OF REVETMENT TO EXISTING GROUND.
4. ENSURE THE LARGEST BOULDERS ARE PLACED ALONG THE BOTTOM OF THE REVETMENT AND INCLUDE TWO 25MM EPOXY COATED DOWELS PER BOULDER WITH A 300mm GROUTED EMBEDMENT.

GEOTEXTILE NOTES:

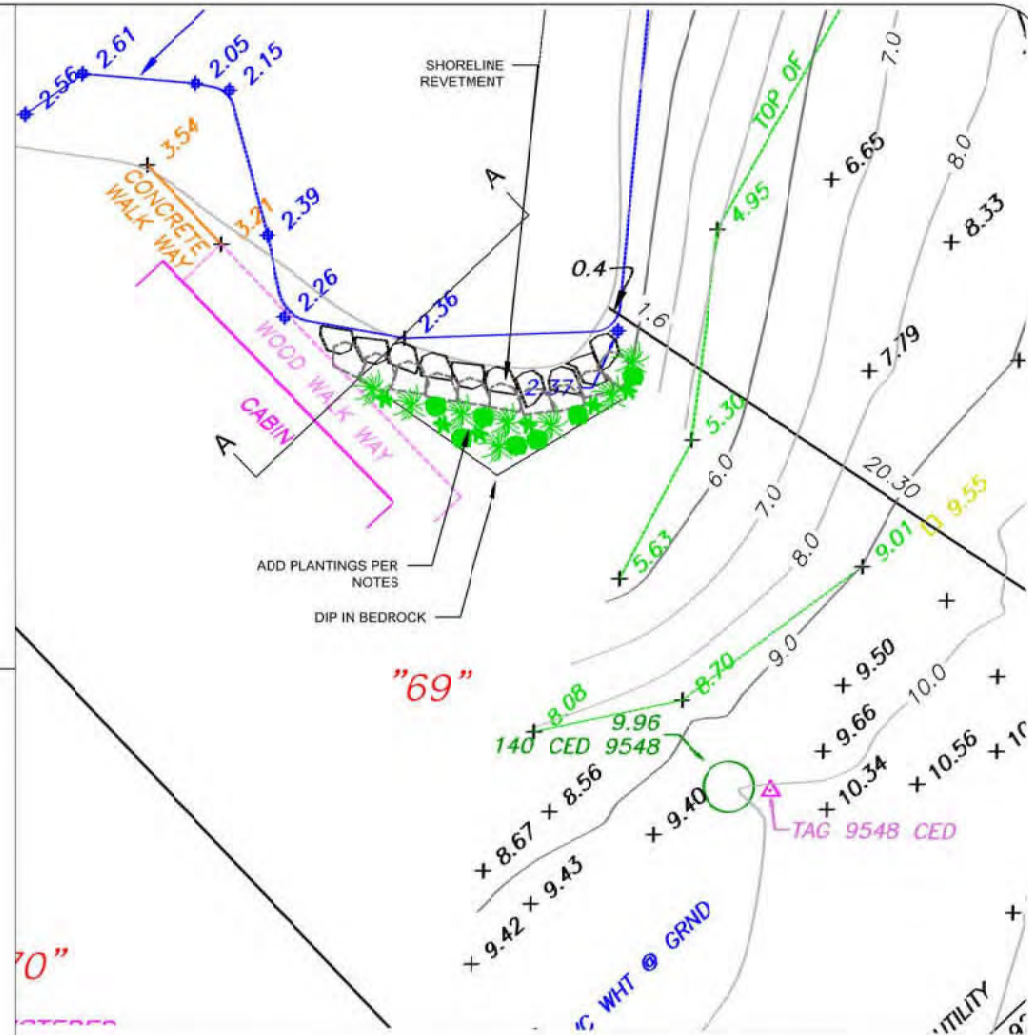
1. ENSURE NON-WOVEN GEOTEXTILE DOES NOT "CREEP" UP TOWARDS THE TOE OF THE REVETMENT.
2. IT IS RECOMMENDED THAT THE NON-WOVEN GEOTEXTILE FABRIC HAVE A MINIMUM OVERLAP OF 30cm BETWEEN ROWS. SECURING PINS PLACED AT REGULAR INTERVALS, CAN ALSO BE USED TO HOLD THE GEOTEXTILE IN PLACE DURING INSTALLATION.
3. GEOTEXTILE: 250 g/m² NON-WOVEN (ARMTEC 250 OR EQUIVALENT).

PLANTING NOTES:

1. PLANTINGS MAY REQUIRE MAINTENANCE (POST HIGH WATER EVENTS) UNTIL VEGETATION IS FULLY ESTABLISHED.
2. NATIVE GRASSES AND SHRUBS TYPE AND INSTALLATION IS TO BE DETERMINED BY THE ENVIRONMENTAL CONSULTANT.
3. "PLANTING MATERIAL" TO CONSIST OF ON-SITE (SAND AND GRAVEL) OR AS PER THE ENVIRONMENTAL CONSULTANT.

BOULDER SPECIFICATIONS:

1. ROCK SHAPE SHOULD BE EQUIDIMENSIONAL, BLOCKY, ANGULAR OR SUB-ANGULAR, WITH CLEAN EDGES AND FLAT FACES.
2. NO ROCKS SHOULD EXCEED AN A/C RATIO OF 3.5. WHERE ONE SIDE OF THE ROCK IS 3.5X LONGER THAN ANY OTHER SIDE OF THE ROCK.
3. ROCK DENSITY SHOULD RANGE FROM 2400kg/m³ TO 2900kg/m³.
4. ROCK MATERIAL TO BE USED SHOULD CONTAIN NO SILT OR FINE GRAINED MATERIAL THAT COULD POTENTIALLY WASH OUT AND DEGRADE THE AQUATIC HABITAT.
5. GRADATION OF THE ROCK MATERIAL WILL BE DETERMINED IN THE FIELD BY VISUAL INSPECTION.
6. ANY CHANGES TO THE DESIGN MUST BE APPROVED BY THE DESIGN ENGINEER.



REV	DATE	BY	P.Eng.	REVISION DESCRIPTION	LEGEND

DRAWING TITLE	SHORELINE REVETMENT DESIGN		ENGINEER'S SEAL 	PLOT DATE	2022-08-07	DRAWN BY	JH	LEA Lewkovich Engineering Associates Ltd.
PROJECT NAME	STRATA LOT 69, DL 696 KEATS ISLAND, BC			REVIEWED BY	CH	SCALE	AS NOTED	
LEGAL DESCRIPTION				PROJECT No.	E1108	DRAWING No.	E1108-01	



May 5, 2022

Our File No.: FSCI-22-0021

Monte Staats
Gibsons, BC

Sent via email: monte.staats@gmail.com

Dear Mr. Staats:

**Re: Environmental Redevelopment Review of the Proposed Shoreline
Revetment at Strata Lot 69, DL 696, Keats Island (Finlay Property)**

This letter and attachments provide our environmental assessment of the proposed construction of a shoreline revetment at the above referenced property. The assessment is based on review of existing information available from the Islands Trust, BC Conservation Data Centre and a site visit on February 4th 2022.

The following describes our understanding of the project, existing biophysical conditions and potential sensitive environmental features. We have provided recommendations and/or suggestions for environmental protection and mitigation.

Project Description

The subject property is located on the northwest side of the island near Keats Camp and is a strata lot.

The proposed project entails the construction of a rock shoreline revetment that is intended to protect the existing cabin and upland from further shoreline erosion. The existing home is located within the marine riparian area. The details of the revetment and dock design have been prepared by the owner's representative (M. Staats).

The scope of this assessment is limited to the important biophysical aspects, in particular areas of important foreshore and marine riparian buffer.

Marine Riparian

In order to facilitate the environmental review a 15-m upland buffer is considered the marine riparian area for review purposes. It's recognized that this home is grandfathered and lies within this buffer.

The riparian is characterized as the zone from the highest highwater upland. This area has been previously altered/cleared to facilitate the house (**Photo 1**). Along

the shoreline edge the conifer canopy is primarily Western Red Cedar (*Thuja plicata*) and ground cover includes Salal (*Gaultheria shallon*) and Deer Fern (*Blechnum spicant*).

The proposed revetment will result in minimal shoreline vegetation disturbance.

There were no observed areas of upland sedge or salt grasses and no “suitable” trees near the planned project area that would provide suitable roosting or nesting opportunities for raptors or Great Blue Herons. In the event nesting activities within 50-100 are observed, a Qualified Professional should be consulted and a mitigation plan developed for the duration of the project.



Photo 1: The Finlay property on Keats Island. The marine riparian is dominantly Western Red Cedar with Salal and Deer Fern ground cover. The lot has been developed in the past to accommodate the house footprint.

Intertidal Foreshore

The intertidal area is the zone from the highest highwater to the zero datum. Observations were made at a low tide but not zero tide.

The substrate is primarily bedrock with pockets of accumulated gravels and angular cobble (**Photo 1 and 2**). The gravel accumulation is spatially limited and although size is suitable for forage fish use, the size of the patches and access may restrict use. The intertidal area will not be altered or impacted.

The lower portion of the intertidal had various marine algae's, including *Fucus* (*Fucus* spp) and Sea Lettuce (*Ulva* spp). It's assumed by the nature of the substrate that the area will limit bivalve distribution.

Large woody debris was observed collecting in this area where the shoreline contour creates a "pocket" and collection point for floating large wood debris (**Photo 3**)



Photo 2: The area of intertidal fronting the Finlay property. The area has a pocket area where gravel accumulation occurs. The majority of the intertidal substrate is bedrock and broken cobble. The planned revetment, located upland from the highwater mark will protect the house from increased erosion created by wave action.

Mitigation

As previously discussed, the planned redevelopment of this property includes the design and construction of a shoreline revetment. To minimize further environmental impact, the following provides suggested mitigation and design criteria intended to protect existing marine and marine riparian habitats.

Shoreline Revetment

The construction of a shoreline revetment is intended to stabilize and protect the



Photo 3: *The shoreline fronting the Finlay property at lower tide. The small pocket beach and bedrock sill fronting the home accumulated large wood debris. These materials, during high tide events, with appropriate winds and seas, is battering the home that has no shoreline protection.*

property from further erosion. The revetment design should be provided by a qualified professional with experience in revetment construction.

We offer the following comments and requirements to help mitigate for disturbance along the foreshore during construction of the shoreline revetment:

1. The revetment design should not be vertical and designed to allow native shrub and ground cover plantings within the structure. Ideal plantings should mimic existing surrounding plantings and may include, but not limited to Salal, Oregon Grape, Nootka Rose and Oceanspray.
2. The shoreline revetments must meet all required Islands Trust building code/bylaws or Planning Department criteria.
3. The structure is generally toed into the ground starting at the highest high water and must be built upland away from the beach. No encroachment into the intertidal can occur. Unauthorized encroachment seaward from the highest high-water point is a chargeable offence under the Federal Fisheries Act. If it's necessary to develop below the highwater mark, a request for review by fisheries is required. This would also require acceptable development of habitat offsetting.

In addition, encroachment below the highest highwater would require approval from the Province of BC. Its best to avoid this route.

Please note that the current high-water mark may differ from any historic shoreline delineation. Land lost to the sea cannot be reclaimed without seeking approvals from Fisheries and Oceans Canada and BC.

4. All construction machinery used to build the revetment must be clean with no fuel or hydraulic leaks. There must be a spill kit on site at all times and no re-fueling of the excavator can occur near the beach.
5. Logs found on the beach surface can be relocated during construction. In particular those high on the beach. Wherever possible the wood must be returned to its original location.
6. Materials to be used for construction of the revetment must be clean and temporarily stored above the high tide mark or upland on the property.
7. **No** native beach material (rock or gravels) can be used for fill or construction, relocated or permanently removed in order to construct the new structure. Disturbance of rock below the tide line may be considered an impact under the Fisheries Act.
8. We recommend the property owner or contractor agree to have an Environmental Monitor inspect the project during construction. This person would be charged with ensuring works do not adversely impact the intertidal habits fronting the project site. The cost of the EM is the responsibility of the proponent or contractor.
9. The area upland of the revetment falls within the marine riparian. It is recommended that post revetment construction that a fringe of native shrubs be planted along the top of the revetment between the structure and the house. This will provide some level of remediation for the marine riparian area and may act as additional erosion protection under extreme conditions.

Conclusions

Based on the results of this assessment, the existence of a home, failing shoreline and limited access to the property, it is my opinion that the planned installation of a rock revetment can be constructed without further significant environmental impact.

This conclusion is conditional on the diligent and committed implementation of the mitigation measures. In the event the redevelopment is impacting marine foreshore and intertidal habitats the project should be halted and a Qualified Environmental Professional consulted.

Closure

This document was prepared by **FSCI** Biological Consultants and represents professional judgment based on information available at the time of preparation and appropriate for the scope of the project. This document is for the private information and benefit of the client for whom it was prepared and the specific purpose for which it was developed. Third parties may not use content in this document without the prior written authorization from **FSCI** Biological Consultants.

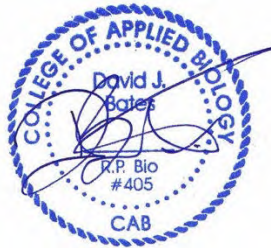
Any use or reliance on this document by third parties is the responsibility of such third parties. **FSCI** Biological Consultants and the authors accept no responsibility for damages suffered by any third party as a result of decisions made or action based on this document.

We trust this report meets your needs. Should you have any questions or concerns, please contact the undersigned at your convenience.

Sincerely



D. Bates, PhD, RPBio
Habitat Biologist



/db

Cc: Jim Wilson, Sr. Technician, **FSCI**
File



GEOTECHNICAL REPORT

Seneca Consulting
monte.staats@gmail.com
Gibsons, BC

File: E1336.01
Date: August 18th, 2022

ATTENTION: Mr. Monte Staats
PROJECT: SHORELINE PROTECTION
STRATA LOT 69, DL 696, KEATS ISLAND, BC
SUBJECT: FORESHORE ASSESSMENT AND REVETMENT DESIGN

1.0 INTRODUCTION

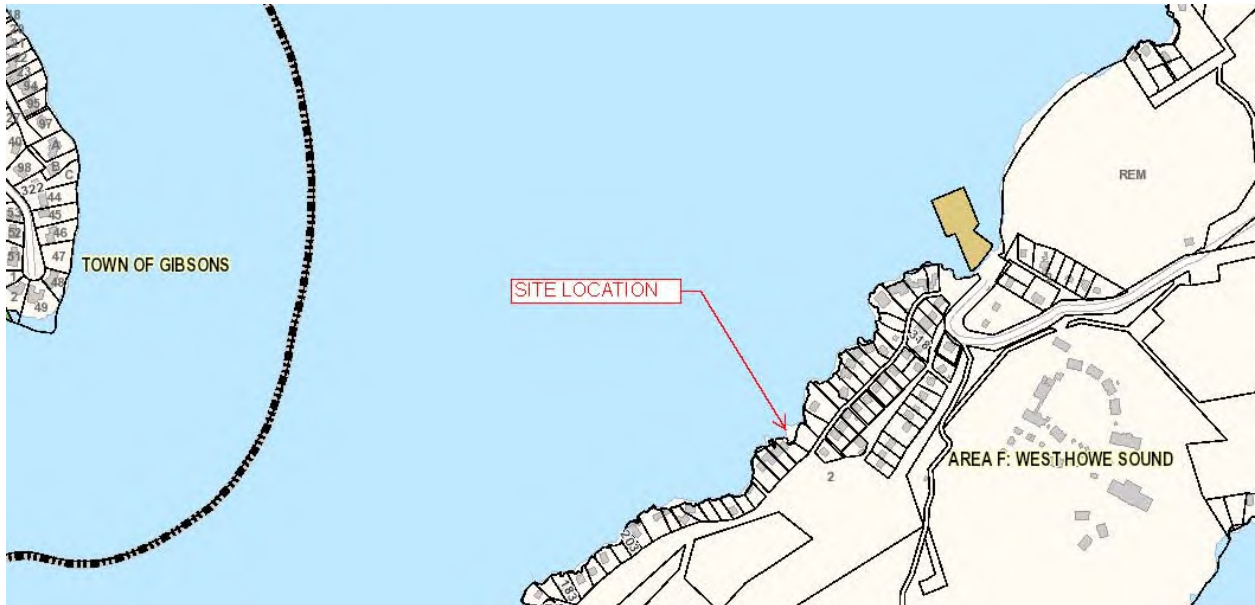
- a. As requested, Lewkowich Engineering Associates Ltd. (LEA) has conducted an assessment regarding the design and construction of shoreline protection for the property located at Strata Lot 69, DL 696 on Keates Island, BC.
- b. This letter summarizes the results of our assessment, observations and design and provides our comments, recommendations, and conclusions regarding the proposed construction of the shoreline protection.

2.0 OBJECTIVES

- a. The objectives of this report are to provide recommendations and designs regarding the protection of land and property utilizing a boulder revetment while adhering to the intent of the Green Shores for Homes Guiding Principles (GSH). These “Guiding Principles” consist of the following:
 - i. Preserve or restore physical processes to maintain healthy shorelines.
 - ii. Maintain or enhance habitat function and diversity along the shoreline.
 - iii. Prevent or reduce pollutants from entering the aquatic environment.
 - iv. Avoid or reduce cumulative impacts on the shoreline environments.

3.0 SITE CONDITIONS

The property is currently developed with a Cabin, dock and landscaping features throughout the site. In addition, there is a wooden walkway fronting the building. The subject site is in the southwestern portion of the island. See figure below for site location.



- b. In general, the foreshore can be characterized as a low-bank shoreline with a gently sloping intertidal zone facing the open waters of the Strait of Georgia / Salish Sea to the north. The total height of the shoreline bank was approximately 1.5m, and made up of granitic bedrock mantle at a steep inclination. Except for the subject area where the bedrock dips 1.0 to 1.5m. See picture below



- c. Recent storm events have brought significant flotsam (large logs) right up to the building and walkway where the bedrock dips lower. This lower area is 8-9 Lineal Metres and ends where the bedrock mantle rises at each end. Due to climate change and seal level rise there is much higher frequency of waves reaching within 3m of the building.
- d. There is an average 36 metre length of inter-tidal zone along this section of shoreline. The very gently sloping sea floor extends into the Strait of Georgia. This very gently sloping beach is primarily made up of smooth undulating sandstone bedrock with pockets of sand, pebbles, and boulders.
- e. The property owner is looking to reduce the potential for catastrophic damage to the building by constructing a shoreline revetment that is consistent with the existing natural bedrock. These works will help prevent waves from projecting water and flotsam toward the residence. Although the project is very small, it is a crucial step in preventing damage to the land and buildings as there is no other way to manage the risk without abandoning the property.
- f. Survey data for the present natural boundary was provided by the client, dated June 23, 2020.

4.0 FORESHORE REVETMENT DESIGN

- a. The wave climate at the site is influenced by several factors including bathymetry, tidal level, storm surge, wind speed and direction, as well as future sea level rise. A foreshore revetment following the GSH principles was considered the most suitable design for this site. To conform to GSH design criteria, the following design principles shall be included:
 - i. The finished gravel slope above the revetment shall not exceed 1H:1V (Horizontal, Vertical). The revetment shall be constructed by utilizing a minimum two layers of large 900mm to 1200mm boulders, smaller 100 to 300mm fractured rock infill and smaller voids filled completely with on-site well graded sand and gravel. The proposed revetment should be keyed into the natural substrate material a minimum of two galvanized pins per boulder. Prior to the placement of the underlying rock structure, a layer of geotextile is required to provide a barrier to the migration of insitu fine-grained material from wave and tidal action.
 - ii. This will provide a gentle transition from the shoreline to the subject property rear yard level and suitable growth medium for native shoreline species which will aid in reducing erosion of the finer soils. See Following Table 4.0 for typical gradation of revetment materials.

Revetment Materials	
Material Type	Diameter (mm)
Sand	0.125 to 4.75
Gravel	4.76 to 75
Cobble	76 to 256

Table 4.0 – Foreshore Revetment Materials

- iii. See attached LEA Drawing E1336-01 - Foreshore Revetment Design, for further details.

5.0 CONSTRUCTION RECOMMENDATIONS

- The bottom of the eroded area should be upland of the Present Natural Boundary and should be cleaned of loose debris to the bedrock mantle, which will provide the position of the foreshore revetment area and allow for the base row of each large boulders to be pinned with a minimum of two (2) galvanized 25mm dowels grouted 300mm into the existing rock. No disturbance past the PNB is permitted.
- A layer of non-woven geotextile filter fabric (Armtec-250 or equivalent) should be placed on the prepared base and extend to the top of the revetment against the insitu topsoils.
- The 900mm to 1200mm boulder structure should then be installed by placing them in a “tight” two-layer matrix, beginning with the largest rocks pinned to the base, then continuing to construct the revetment in a bottom-up sequence (i.e. from toe to crest), while being mindful of the maximum 1H:1V slope requirement.
- Smaller sized rocks (200mm to 300mm) shall be used to infill any larger gaps within the rock structure throughout construction.
- The overall slope of the revetment shall not exceed 1H:1V.
- The revetment at both the north and south ends should smoothly transition to existing bedrock. This will effectively guard against erosion of the natural slope face and help prevent waves/ debris over topping onto the upland area near the Cabin.

6.0 CONCLUSIONS AND RECOMMENDATIONS

- Based on our foreshore assessment and recommendations outlined below, we conclude the designed

foreshore revetment will help protect the foreshore from marine erosion by dissipating wave energy and providing stability to the foreshore bank.

- b. The proposed gently sloping (1H:1V) revetment should effectively dissipate wave energy without any effect on the neighbouring properties. The gentle transition to the foreshore revetment at each extent should prevent eddying effects from the revetment installation.
- c. The effects of sea level rise could reduce the effectiveness of the revetment in the long term. The design has incorporated a non-erodible matrix of boulders that will provide a stable base for the future expansion of the revetment both in height and depth if warranted to protect habitat, life, and property.
- d. The benefits of the design principles from the perspective of GSH are:
 - i. The proposed revetment preserves the physical processes required to maintain healthy shorelines, compared to more obtrusive concrete structures (i.e., concrete walls). Public access between the revetment and highwater mark is maintained throughout the shoreline at the rear of the subject property.
 - ii. The proposed design will maintain or enhance the habitat diversity and function in areas along the shoreline.
 - iii. The proposed revetment will prevent and/or reduce pollutants entering the aquatic environment.
 - iv. The design will reduce the cumulative impacts to the costal environment by reducing erosion and by providing a more stable growth medium for native species.

7.0 CLOSURE

- a. Lewkowich Engineering Associates Ltd. appreciates the opportunity to be of service on this project. If you have any comments, or if we can be of further service, please contact us at your convenience.

Respectfully Submitted,
Lewkowich Engineering Associates Ltd.



John Hessels, ASCT
Senior Technologist



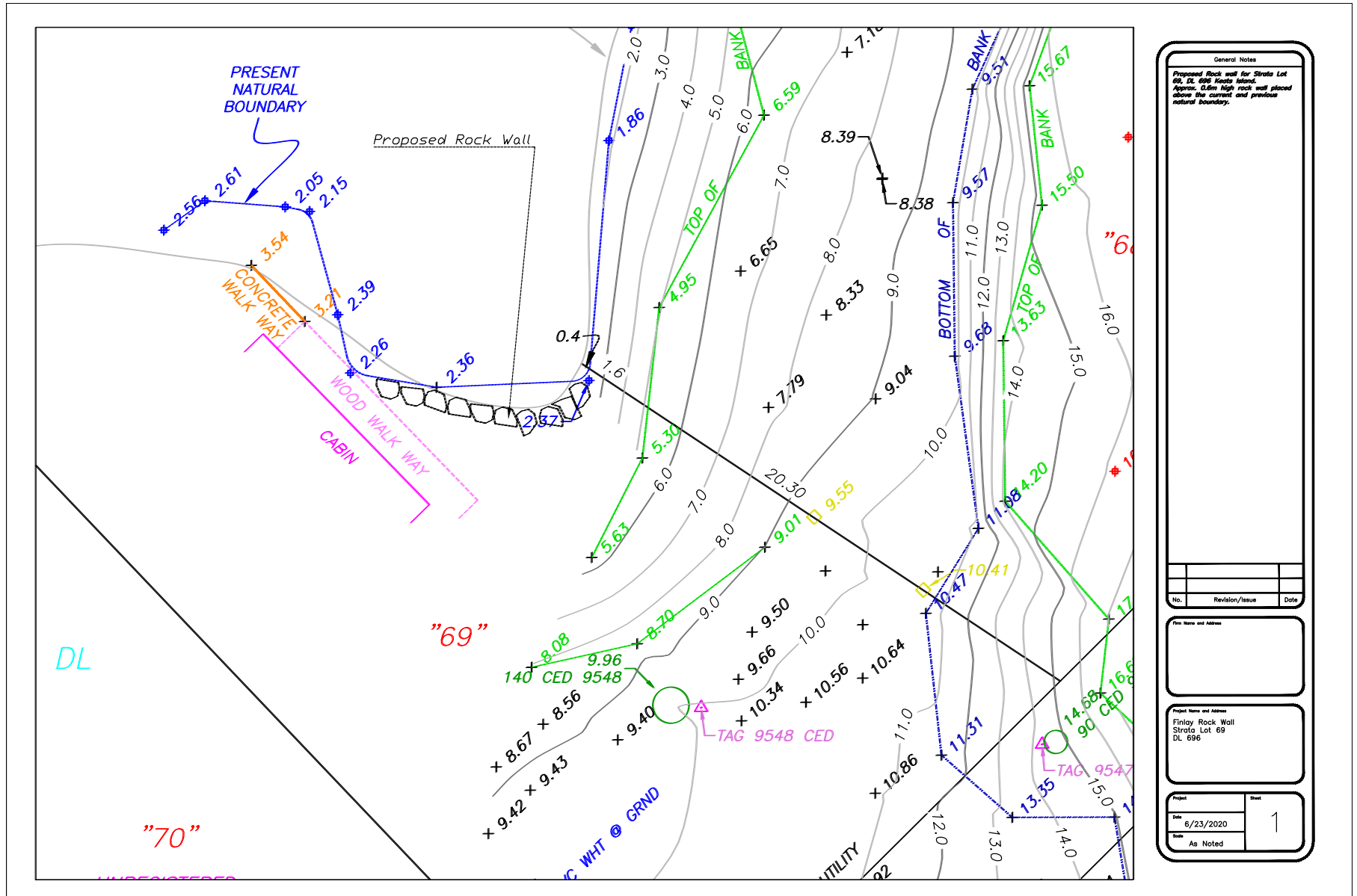
Chris Hudec, M.A.Sc., P.Eng.
Senior Project Engineer

8.0 ATTACHMENTS

1. KICAS Topographic Plan Lot 69 Keats Island, Dated June 23rd, 2020
2. LEA Drawing No. E1108-01 – Shoreline Revetment Design. Dated August 8th, 2022

9.0 REFERENCE:

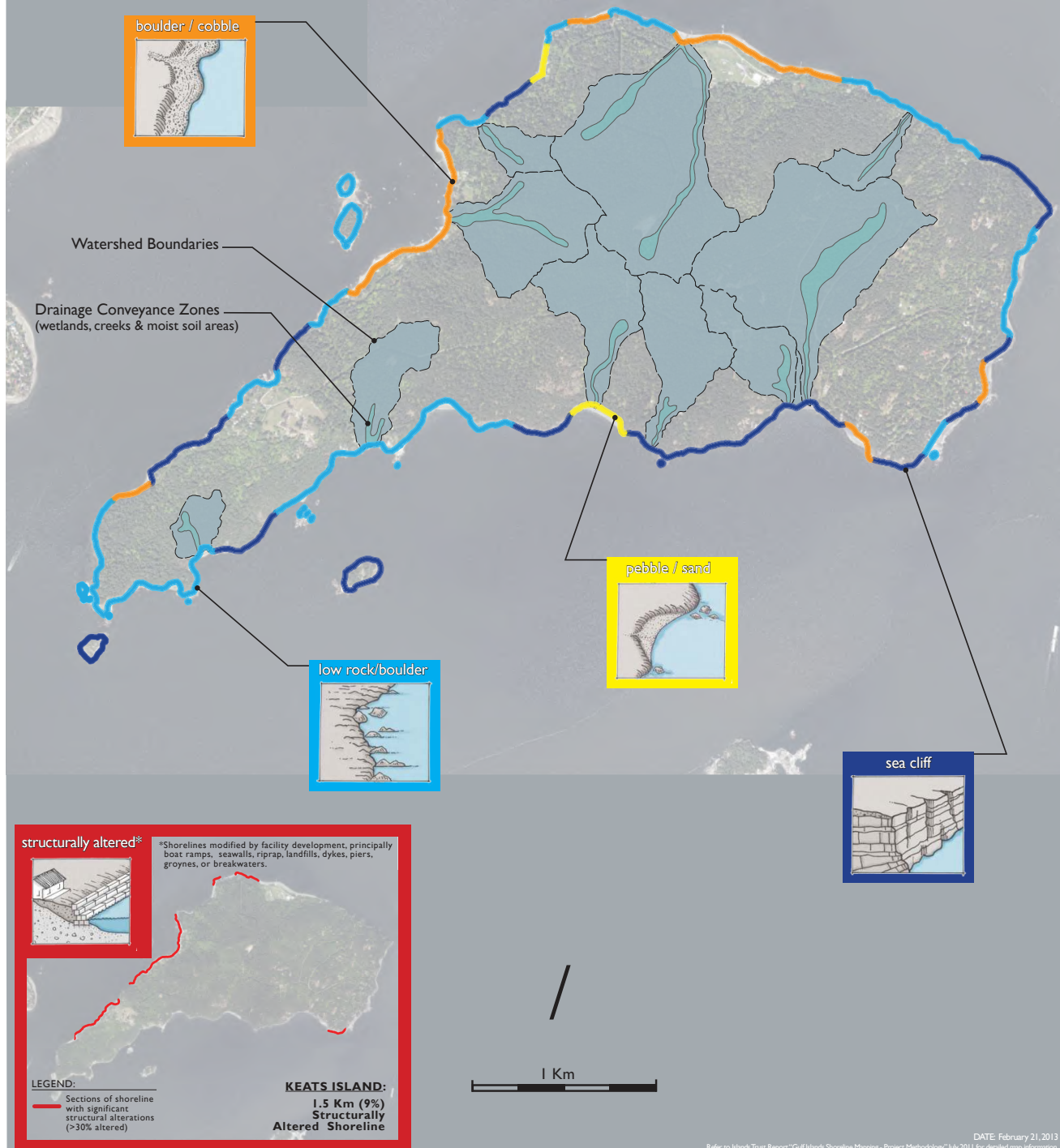
1. Green Shores for Homes. December 2015.
2. Islands Trust, Gambier Island Area, Keats Island Shoreline Protection DPA.



KEATS ISLAND

MAP I of 3: Distribution of Shoreline Types

The Keats Island shoreline is largely rock-controlled and resistant to erosion, except for some sections of cobble and sand shoreline where either the backshore is comprised of unconsolidated materials, or sediment has collected in depositional pocket beach environments. The south side of Keats Island is protected on the southwest and south side by Bowen Island as well as a group of small islands (ie: Popham, Hermit and Pasley Islands) that effectively break up storm-generated waves moving across Georgia Strait. The northeast side of Keats Island is exposed to northeasterly outflow winds that flow down Howe Sound, but again largely protected from storm waves by Gambier Island. So although Keats Island is located at the mouth of Howe Sound, the shoreline is a relatively low-energy shoreline from a wave and sediment movement perspective. However, wind is likely a significant factor affecting both the north and south shorelines.



SEA CLIFF - rocky shore with steep slopes 3% of shoreline (1.6 Km)	LOW ROCK/BOULDER - rocky shore with low slopes 35% of shoreline (18 Km)	BLUFF - moderate to high slopes of sediment (often eroding) 9% of shoreline (4.6 Km)	BOULDER/COBBLE - boulder - cobble cover on beach (often indicates eroding shoreline) 29% of shoreline (14.7 Km)	PEBBLE/SAND - cobble or near-surficial pebbles/sand (or shell) beaches (may be eroding where sediment supply is interrupted) 18% of shoreline (9 Km)	MARSH/FINE SEDIMENT - low energy shorelines with sediment inputs from watersheds nearby 5% of shoreline (2.8 Km)
Rock (Hard) Shorelines			Sediment (Soft) Shorelines		

KEATS ISLAND

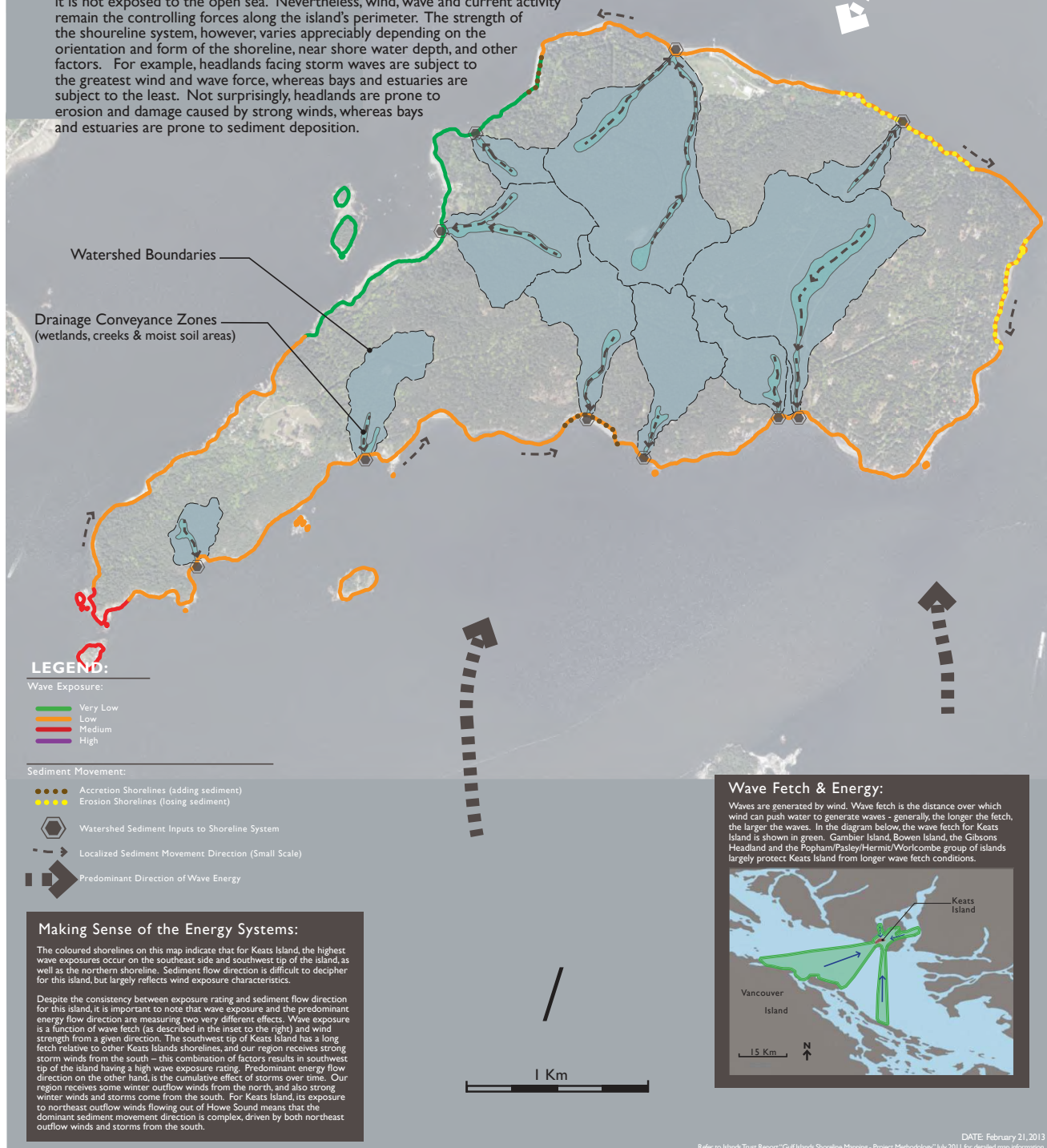
MAP 2 of 3: Energy & Sediment Movement

ISLAND ENVIRONMENTS are shaped by two primary or formative systems:

- 1) watershed systems; and
- 2) longshore systems.

Watersheds are driven by runoff, and longshore systems are driven by waves and ocean currents. Attempts to understand island shoreline systems, including discussions about land use planning, should be framed by these systems. Within this framework all other systems (natural systems like forests, wetlands, eelgrass beds, etc, and human systems like roads, buildings, etc) are organized and structured.

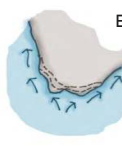
KEATS ISLAND belongs to a class of sea coast know as sheltered shoreline because it is not exposed to the open sea. Nevertheless, wind, wave and current activity remain the controlling forces along the island's perimeter. The strength of the shoreline system, however, varies appreciably depending on the orientation and form of the shoreline, near shore water depth, and other factors. For example, headlands facing storm waves are subject to the greatest wind and wave force, whereas bays and estuaries are subject to the least. Not surprisingly, headlands are prone to erosion and damage caused by strong winds, whereas bays and estuaries are prone to sediment deposition.



Accretion Shorelines:

Sediment accumulation (accretion) is typically associated with lower energy environments along the shorelines.

Accretion features include sandy beaches, beach berms, pocket beaches or storm berms, and are often high value recreation features or wildlife habitats.



Erosion Shorelines:

Eroding shorelines are typically associated with higher energy environments along the shorelines, like headlands, high exposure sediment shorelines or points of land.

Eroding shorelines feed the sediment transport system and halting erosion can have severe impacts on the shoreline sediment movement system and 'downstream' beaches. Adequate setbacks for buildings and facilities are critical.



Trees and vegetation damaged or shaped by the wind along shorelines are good indicators of high wind exposure.

Caution should be exercised when siting buildings and facilities in these locations to ensure they are adequately set back from the shoreline.

Wave Exposure & the Sediment System

Wind Exposure & Buildings



Islands Trust

Preserving island communities, culture and environment

PROJECT FUNDING GENEROUSLY PROVIDED BY:



MAPPING PRODUCTS PRODUCED BY: Murdoch de Greeff Inc. (Project Lead) | Coastal and Ocean Resources Inc. | Archipelago Marine Research Ltd. | Land & Water Inc.

IN PARTNERSHIP WITH: UBC School of Architecture and Landscape Architecture and the Islands Trust.

KEATS ISLAND

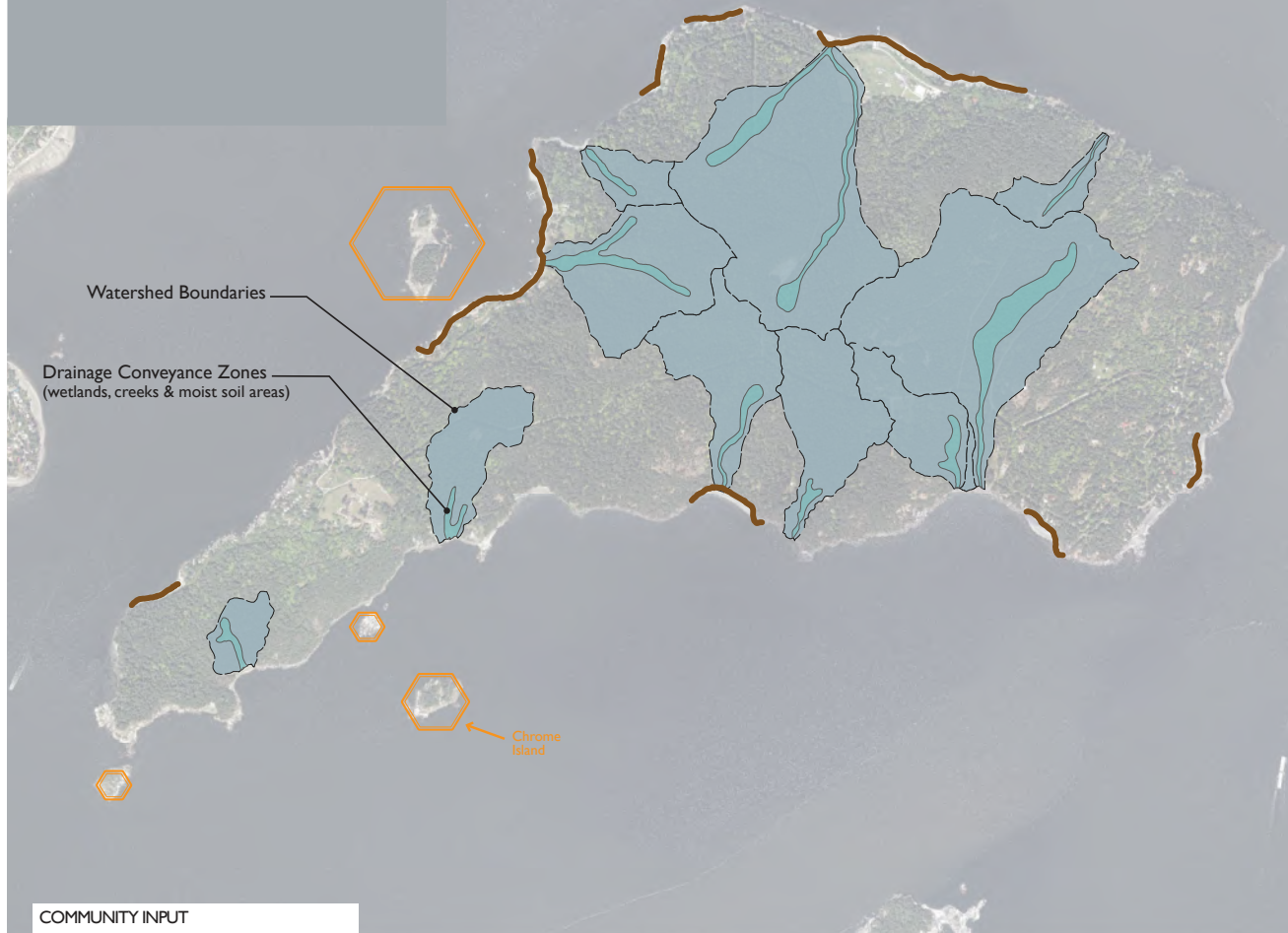
MAP 3 of 3: Shoreline Values & Vulnerability

This map is intended to give a general impression of areas along the Keats Island shoreline that are considered valued and/or vulnerable to change. Value refers to areas or features of high ecological or recreational significance.

Vulnerability refers to:

- 1) Natural areas or features vulnerable to human disturbance; or
- 2) Buildings or facilities, vulnerable to disturbance from natural or human-altered system processes.

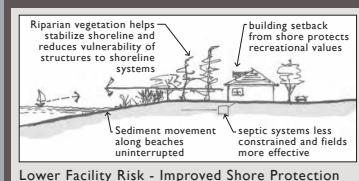
It is important to note that the various features highlighted on this map are in many cases both vulnerable in some way, *and* valued. Saltmarshes for example are of high ecological value, *and* are also vulnerable to accumulation of pollutants potentially contained in island runoff.



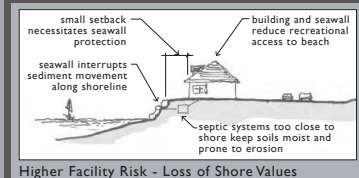
COMMUNITY INPUT

THIS IS YOUR SPACE - tell us what we have missed or where you think the mappers have erred to help us build a more comprehensive values and vulnerability resource! Feel free to make notes right on the map also.

FACILITY SITING & SETBACKS



Lower Facility Risk - Improved Shore Protection



Higher Facility Risk - Loss of Shore Values

DATE: February 21, 2013

Refer to Islands Trust Report "Gulf Islands Shoreline Mapping - Project Methodology" July 2011 for detailed map information.

LOW LYING AREAS

- Areas 0-4 m in elevation above existing Mean Sea Level and greater than 50 m. of width from the shore are mapped as 'vulnerable' to sea level rise.

Current BC Provincial Government guidelines suggest up to 1 metre of sea level rise over the next 100 years (www.sra.gov.bc.ca). Sea level rise may cause increased shoreline vulnerability to land-based activities by causing such effects as increased flooding in low lying areas or softening of sediment shorelines and increased shoreline erosion. These effects could be further exacerbated by storm surges and changing climatic conditions.

SOFT SHORELINES

- Sediment shorelines are typically associated with high recreational values and high ecological values (pocket beaches, estuaries, etc).

VERY PROTECTED WATERS

- Shorelines highly protected from wave exposure
- Poor water circulation increases vulnerability to water pollution

SALT MARSH

- Valued ecological features
- Vulnerable to pollution from land-based activities

ISLETS

- Often important ecologically, islets can be vulnerable to disturbance from recreational users

Areas of High Ecological or Recreational Significance



Islands Trust

Preserving island communities, culture and environment

PROJECT FUNDING GENEROUSLY PROVIDED BY:



MAPPING PRODUCTS PRODUCED BY: Murdoch de Greeff Inc. (Project Lead) | Coastal and Ocean Resources Inc. | Archipelago Marine Research Ltd. | Land & Water Inc.

IN PARTNERSHIP WITH: UBC School of Architecture and Landscape Architecture and the Islands Trust.



REQUEST FOR DECISION

To: ITC Board

For the Meeting of: March 14, 2023

From: Staff

Date Prepared: March 7, 2023

SUBJECT: Referral, N. Pender Bylaw No. 232, Sidney Island

RECOMMENDATION:

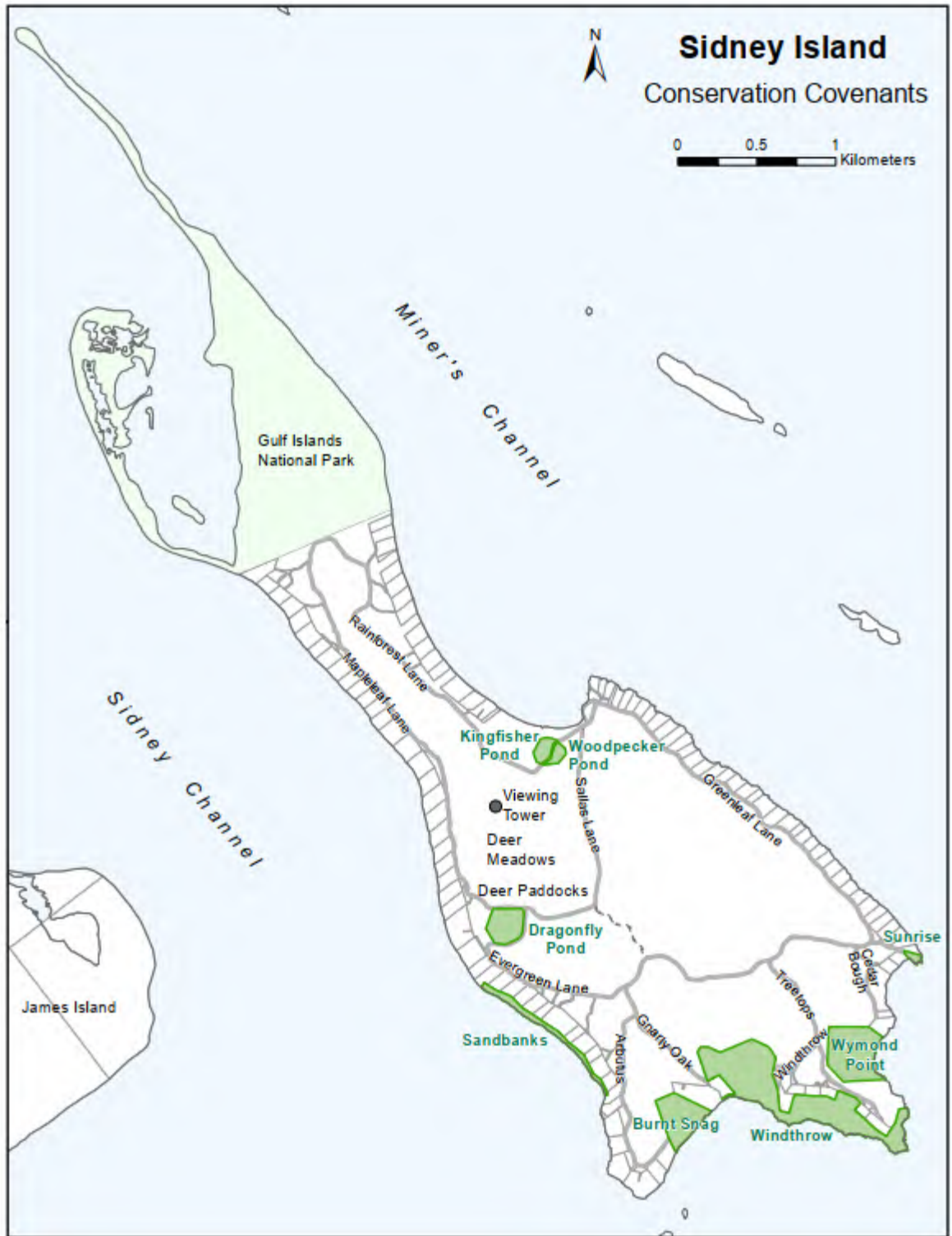
That the Islands Trust Conservancy (ITC) Board direct staff to indicate to the North Pender Local Trust Committee that ITC's interests are unaffected by Bylaw 232 (Sidney Island) and request that the North Pender Island Local Trust Committee consider future regulations that increase buffers and other protection measures to ensure that conservation values on Islands Trust Conservancy's Sidney Island covenants are maintained.

1 PURPOSE: To respond to the referral from the North Pender Local Trust Committee to amend Land Use Bylaw No. 148.

2 BACKGROUND:

The Islands Trust Conservancy (ITC) Board has received a referral of Bylaw 232 from the North Pender Island Local Trust Committee as the zoning changes proposed by the bylaw are on lands adjacent to ITC's conservation covenants on Sidney Island. The proposed bylaw allows for sleeping cabins to include kitchens and allows the use of recreational vehicles as temporary residences prior to construction of a single family dwelling. The use of recreational vehicles for this purpose is limited to four years.

ITC staff have reviewed the bylaw and find that ITC's interests will be unaffected by the addition of kitchens in sleeping cabins and that an allowance for use of recreational vehicles as temporary residences should have minimal impacts on the conservation covenants on Sidney Island. There are 26 residential strata lots adjacent to ITC covenant lands (Map 1, below), of these, 13 are adjacent to Sandbanks covenant, which is a coastal cliff that is experiencing significant erosion. Staff do not anticipate impacts to the Sandbanks covenant from increased presence of recreational vehicles on adjacent lots. The remaining 13 lots are adjacent to the Burnt Snag, Windthrow, Wymond Point (Treetop) and Sunrise covenant areas. Upon review of the building status of these lots, only one was found to be without a principle residence – the land to the north of Sunrise covenant. Given that the use of recreational vehicles is only permitted where there are no principle residences, staff find that the impact of Bylaw 232 on ITC covenant areas will be negligible and recommend indicating to the North Pender Local Trust Committee that ITC's interests are unaffected by Bylaw 232.



Map 1, Sidney Island showing ITC conservation covenant and lot layout. Note that the larger lots on the map are common land for the strata and are not impacted by Bylaw 232.

3 IMPLICATIONS OF RECOMMENDATION:

ORGANIZATIONAL: Staff time will be required to communicate the decision to the North Pender Island Local Trust Committee.

FINANCIAL: None.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: Staff will provide the ITC Board response to North Pender Island Local Trust Committee.

FIRST NATIONS: ITC staff have not engaged with First Nations on the recommended response, but note that the bylaw has also been referred to First Nations.

CLIMATE CHANGE: No significant impacts anticipated.

OTHER: None.

4 RELEVANT POLICY(S):

[ITC Policy 3.1, Islands Trust Conservancy and Local Planning Services Coordination](#)

5 ATTACHMENT(S):

- 1) Referral Package: North Pender Local Trust Area Bylaw 232
- 2) [North Pender Associated Islands Land Use Bylaw No. 148, 2003](#)

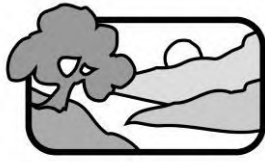
RESPONSE OPTIONS

Recommendation:

That the Islands Trust Conservancy (ITC) Board direct staff to indicate to the North Pender Local Trust Committee that ITC's interests are unaffected by Bylaw 232 (Sidney Island) and request that the North Pender Island Local Trust Committee consider future regulations that increase buffers and other protection measures to ensure that conservation values on Islands Trust Conservancy's Sidney Island covenants are maintained.

Alternative: None recommended.

Prepared By: Kate Emmings, Islands Trust Conservancy Manager



Islands Trust

BYLAW REFERRAL FORM

Suite 200, 1627 Fort Street
Victoria, B.C. V8R 1H8
Ph: (250) 405-5151
Fax: (250) 405-5155
information@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: North Pender Island Local Trust Area Bylaw No.: 232 Date: January 19, 2023

You are requested to comment on the attached Bylaw for potential effect on your First Nation's or agency's interests. We would appreciate your response within 30 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

APPLICANTS NAME / ADDRESS:

Daffydd Hermann for the Sidney Island Strata Corporation

PURPOSE OF BYLAW:

The Sidney Island Strata Corporation has applied to the North Pender Island Local Trust Committee for an amendment to the zoning of the residential strata lots on Sidney Island to permit temporary use of one recreational vehicle per lot prior to construction of a dwelling. RVs would be required to be connected to a sewage disposal field, have provision of domestic water, comply with siting regulations, and the use of an RV as a residence cease prior to occupancy of a dwelling and be removed.

The bylaw would also amend the zoning to permit a larger storage building of up to 40m² on strata lots and would permit kitchens in the sleeping cabins sited on the common property of the strata.

Staff reports and background information are available on the North Pender Island Local Trust Committee webpage: islandstrust.bc.ca/island-planning/north-pender/current-applications/

GENERAL LOCATION:

Sidney Island, North Pender Island Local Trust Area

LEGAL DESCRIPTION:

Strata Plan VIS5122

SIZE OF PROPERTY AFFECTED:

110 ha +/-

ALR STATUS:

No

OFFICIAL COMMUNITY PLAN DESIGNATION:

Residential

OTHER INFORMATION:

Additional information, including the current bylaws, is available at: islandstrust.bc.ca/location/north-pender/

Please fill out the Response Summary on the back of this form. If your agency's interests are "Unaffected", no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this Bylaw.

(Signature)

Name: Robert Kojima

Title: Regional Planning Manager

Contact Info Tel: 250-405-5159

Email: rkojima@islandstrust.bc.ca

PLEASE TURN OVER

This referral has been sent to the following First Nations and agencies:

Federal Agencies

Parks Canada

Regional Agencies

Capital Regional District – Building Inspection
Island Health

Provincial Agencies

Adjacent Local Trust Committees and Municipalities

North Pender Island Local Trust Committee
Mayne Island Local Trust Committee
Saturna Island Local Trust Committee
South Pender Island Local Trust Committee
Salt Spring Island Local Trust Committee

Non-Agency Referrals

Islands Trust Conservancy

First Nations

Cowichan Tribes
Halalt First Nation
Lake Cowichan First Nation
Lyackson First Nation
Malahat First Nation
Pauquachin First Nation
Penelakut Tribe
Semiahmoo First Nation
Snuneymuxw First Nation
Songhees First Nation
Stz'uminus First Nation
Tsartlip First Nation
Tsawout First Nation
Tsawwassen First Nation
Tseycum First Nation
WSANEC Leadership Council

**BYLAW REFERRAL FORM
RESPONSE SUMMARY**

- ☐ Approval Recommended for Reasons Outlined Below
- ☐ Approval Recommended Subject to Conditions Outlined Below
- ☐ Interests Unaffected by Bylaw
- ☐ Approval Not Recommended Due to Reason Outlined Below

North Pender Island Local Trust Area

(Island)

(Signature)

(Date)

232

(Bylaw Number)

(Name and Title)

(Agency)

DRAFT

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 232

A BYLAW TO AMEND NORTH PENDER ASSOCIATED ISLANDS LAND USE BYLAW NO. 148, 2003

The North Pender Island Local Trust Committee, being the Local Trust Committee having jurisdiction in respect of the North Pender Island Local Trust Area under the *Islands Trust Act*, enacts as follows:

1. Citation

This bylaw may be cited for all purposes as “North Pender Associated Islands Land Use Bylaw No. 148, 2003, Amendment No. 1, 2022”.

2. North Pender Island Local Trust Committee Bylaw No. 148, cited as “North Pender Associated Islands Land Use Bylaw No. 148, 2003” is amended as follows:

2.1 Section 1.1 (Definitions) – the definition of ‘sleeping cabin’ is amended by deleting the word “only”, deleting words “does not” and replacing them with the word “may”, and by deleting the word “any”.

2.2 Subsection 5.20(1) (Sidney Island Comprehensive Development Zone (CD2) – Permitted Uses) – is amended by inserting the following as a new article (d):

“(d) Use of a recreational vehicle as a temporary residence, subject to 5.20(9).”

2.3 Article 5.20(8)(a) (Sidney Island Comprehensive Development Zone (CD2)) – is amended by inserting the phrase “and the building may contain washroom facilities,” following the word “lot,”.

2.4 Article 5.20(8)(b) (Sidney Island Comprehensive Development Zone (CD2)) – is amended by inserting the phrase “prior to construction of a principal dwelling,” following the word “lot”.

2.5 Article 5.20(8)(c) (Sidney Island Comprehensive Development Zone (CD2)) – is amended by deleting the number “25” and replacing it with the number “40” and by deleting the number “269” and replacing it with the number “430”.

2.6 Article 5.20(8)(d) (Sidney Island Comprehensive Development Zone (CD2)) – is amended by deleting the word “shed” and replacing it with the word “building”.

2.7 Article 5.20(8)(e) (Sidney Island Comprehensive Development Zone (CD2)) – is amended by inserting the phrase “and 5.20(1)(b)” following the number 3.5.

- 2.8 Subsection 5.20(9) (Sidney Island Comprehensive Development Zone (CD2)) – is deleted in its entirety and replaced with the following:

“Despite Article 3.10(1)(a) one recreational vehicle may be used as temporary residence prior to the construction of a single family dwelling on a lot without issuance of a building permit for a single family dwelling subject to:

- (a) the use of any recreational vehicle as a temporary dwelling may not exceed four years from the date the use commenced;
- (b) articles 3.10(1)(b) through 3.10(1)(e); and
- (c) the storage of any recreational vehicles that is not being used as a temporary residence prior to the construction of a single family dwelling is not permitted.”

3. SEVERABILITY

If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

READ A FIRST TIME THIS _____ DAY OF _____ 20____

PUBLIC HEARING HELD THIS _____ DAY OF _____ 20____

READ A SECOND TIME THIS _____ DAY OF _____ 20____

READ A THIRD TIME THIS _____ DAY OF _____ 20____

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS _____ DAY OF _____ 20____

ADOPTED THIS _____ DAY OF _____ 20____

CHAIR

SECRETARY



REQUEST FOR DECISION

To: ITC Board

For the Meeting of: March 14, 2023

From: Staff

Date Prepared: March 2, 2023

SUBJECT: Development Application Referral (Bowen Island)

RECOMMENDATION:

That the Islands Trust Conservancy Board direct staff to draft a letter to the Bowen Island Municipality regarding RZ/OCF-2023-0018 indicating that the Board recommends that if the application to amend the Land Use Bylaw and Official Community Plan goes forward to create a regional park over a series of properties at Cape Roger Curtis that:

- No trails leading to or around Fairy Fen Nature Reserves are advertised, placed on public maps or on signage from the regional park;
- Access into the park is not routed via Thompson Road and does not impact Bowen Island Crown Land or the Fairy Fen Nature Reserve; and,
- There is public education around the sensitivity of the area of the regional park and the surrounding areas to human disturbance especially pertaining to wetlands.

- 1 PURPOSE:** To provide comment to the referral to amend the Land Use Bylaw and the Official Community Plan to create a new 97-hectare Regional Park at Cape Roger Curtis, Bowen Island.
- 2 BACKGROUND:** The Bowen Island Municipality has received an application to amend the Land Use Bylaw and Official Community Plan (RZ/OCF-2023-0018) to create a 97-hectare regional park over 24 4-hectare lots at Cape Roger Curtis. The proposed properties are in close proximity to the ITC owned Fairy Fen Nature Reserve (FFNR) (see Figure 1).

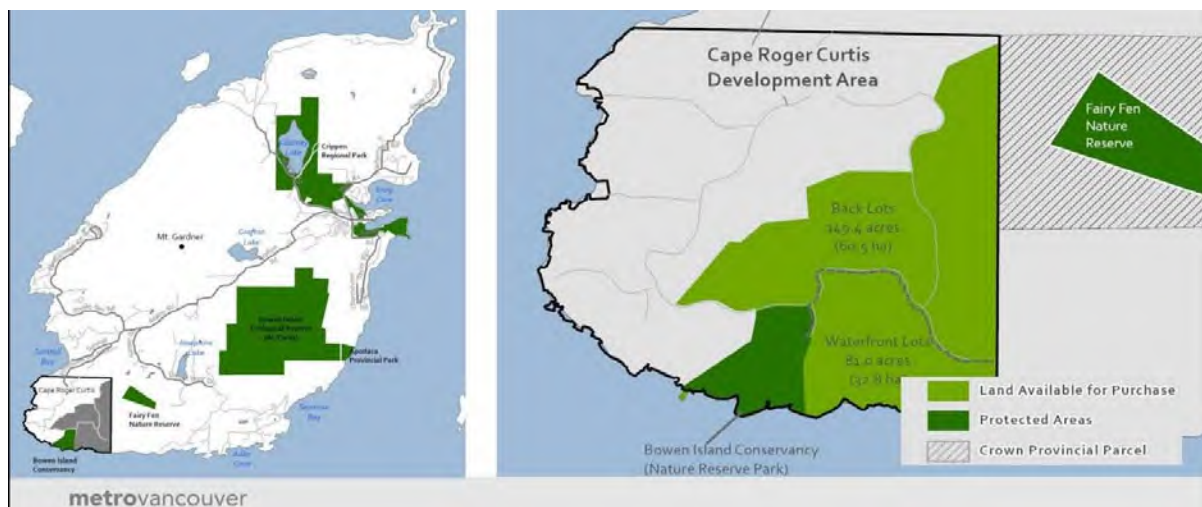


Figure 1 Location of Cape Roger Curtis lots for proposed regional park (light green) and proximity to Fairy Fen Nature Reserve

An OCP amendment is required to permit primary use of land as regional parkland for nature protection, day-use and overnight use (to comprise of tent and group camping). A zoning amendment is required to change the existing zoning, which is Rural Residential, to Park Zone (Passive Park) 1 with zone variation (c) to permit supervised overnight use.

Metro Vancouver has proposed utilizing the previously developed lots, with existing roads and services, into a range of campsites to provide:

- Walk/Bike-in tent camping (40-50)
- Group tent camping (3-5)
- Car accessible tent camping (25-35)
- Tent cabin (10)

Metro Vancouver also proposes that regional park bylaws will be followed, enforced by full time park staff and rangers. No campfires would be permitted on site. A camp host would be on site at all times. The overnight camping program would be phased in over time to allow for adaptive management. Alternative access including bus shuttles, bike rentals are proposed and reservations would be required for night and day use.

ITC staff met with Metro Vancouver Parks staff on February 28, 2023, to learn about the application and provide background on the ITC and the FFNR. ITC staff expressed concerns regarding a potential increase in users at Fairy Fen Nature Reserve (FFNR) as the new regional park and campsite will draw new visitors to the park from outside of Bowen Island and put them on the doorstep of FFNR. Figure 2 is an example of the maps provided in the public consultation process from Metro Vancouver showing how trails could connect with FFNR.



Figure 2 Trails are shown leading to FFNR in the information materials from Metro Vancouver

Monitoring visitor use to the park and the increased use of the other adjacent areas, including FFNR, would help alert land managers to detrimental effects associate with increased use of protected areas. FFNR includes a sensitive wetland which may be easily disturbed by increases to access. Added monitoring of FFNR to address potential damage from extra recreation may be required to address damage to and fragmentation of this sensitive habitat. This increase in monitoring and potential increase to management needs, will result in added costs. These are noted in the financial implications below.

3 IMPLICATIONS OF RECOMMENDATION:

ORGANIZATIONAL: Staff time will be required to communicate the decision to the Bowen Island Municipality and ask for continued monitoring of user numbers and the effects on FFNR.

FINANCIAL: None; however, an increase in user numbers could lead to increased management costs for things such as invasive species removal, human caused fires, trail repair, restoration

activities, vandalism repair or repair required from none permitted uses such as bicycles and motorized vehicles.

POLICY: The FFNR Management Plan was completed in 2011 and is due to be revised. ITC staff intend to postpone revision of the plan until more is known regarding the potential new park at Cape Roger Curtis.

IMPLEMENTATION/COMMUNICATIONS: Staff will provide the ITC Board response to Bowen Island Municipality.

FIRST NATIONS: Metro Vancouver proposes engaging with Skwxwú7mesh Úxwumixw (Squamish Nation) and working towards reconciliation principles but not much information is provided on what that entails.

CLIMATE CHANGE: The management plan for FFNR states that the creation of FFNR was to conserve in perpetuity an area that was threatened by unregulated human activity. FFNR was to remain as a reservoir of biodiversity, offering a benchmark against which to measure ecological succession and the effects of climate change, and serving as launching point for additional community-led conservation efforts.

OTHER: 1) The referral of RZ/OCP-2023-0018 will also be referred to the Islands Trust Council Executive Committee for review against the Object of the Islands Trust as expressed in the *Islands Trust Act*. 2) Bowen Island Conservancy has written to the ITC Board to request that the Board support their messaging opposing a Thompson Road extension as an access to the proposed park at Cape Roger Curtis.

4 RELEVANT POLICY(S):

[ITC Policy 3.1, Islands Trust Conservancy and Local Planning Services Coordination](#)
[Fairy Fen Nature Reserve Management Plan](#)

5 ATTACHMENT(S):

- 1) Email: Daniel Martin, Bowen Island Municipality, dated March 2, 2023
- 2) BIM Staff Report on Proposed Metro Vancouver Regional Park RZ/OCP-2023-0018
- 3) [Bowen Island Municipality, Committee of the Whole Meeting Package, Feb 27, 2023](#)
- 4) Letter: Bowen Island Conservancy, dated March 3, 2023

RESPONSE OPTIONS

Recommendation:

That the Islands Trust Conservancy Board direct staff to draft a letter to the Bowen Island Municipality regarding RZ/OCP-2023-0018 indicating that the Board recommends that if the application to amend the Land Use Bylaw and Official Community Plan goes forward to create a regional park over a series of properties at Cape Roger Curtis that:

- No trails leading to or around Fairy Fen Nature Reserves are advertised, placed on public maps or on signage from the regional park;
- Access into the park is not routed via Thompson Road and does not impact Bowen Island Crown Land or the Fairy Fen Nature Reserve; and,
- There is public education around the sensitivity of the area of the regional park and the surrounding areas to human disturbance especially pertaining to wetlands.

Alternative:

That the Islands Trust Conservancy Board decline to comment on the referral from Bowen Island Municipality.

Prepared By: Kate Emmings, ITC Manager & Nuala Murphy, Property Management Specialist

Kate Emmings

From: Daniel Martin <DMartin@bimbc.ca>
Sent: Thursday, March 2, 2023 4:01 PM
To: Kate Emmings
Subject: Referral of Development Application - RZ/OCP-2023-0018 - Proposed Metro Vancouver Regional Park at Cape Roger Curtis

Hello,

At their February 27th Meeting Council received an application from Metro Vancouver Regional District to amend the Land Use Bylaw and Official Community Plan to enable the creation of a new Regional Park located at 24 4-hectare lots at Cape Roger Curtis. The proposed Regional Park would include overnight camping use for up to 100 campsites.

Council referred the application to advisory committees and public information meetings. In addition, Council referred the application to a number of external agencies for their initial review and comment of the proposal. Council is at the early stage of review of this application, it is possible that this application would be referred to you again following further Council discussion and consideration of any amendment bylaw.

The staff report on this application can be viewed at:
<https://bowenisland.civicweb.net/document/281407/>

For background material, including the submitted application, please see the agenda for the Committee of the Whole which may be viewed online at:

<https://bowenisland.civicweb.net/filepro/document/281304/Committee%20of%20the%20Whole%20-%20Metro%20Parks%20-%2027%20Feb%202023%20Agenda.html>

Please let me know if you would like to have any additional information or discussion on this application, and I would be happy to set up a meeting time.

Thank you,

Daniel Martin
Manager of Planning & Development
Bowen Island Municipality
981 Artisan Lane, Bowen Island, BC V0N 1G2
dmartin@bimbc.ca
604-947-4255 ext. 230
www.bowenislandmunicipality.ca
For general planning inquiries please contact planning@bimbc.ca



The information transmitted herein is confidential and may contain privileged information. It is intended solely for the person or entity to which it is addressed. Any review, retransmission, dissemination, taking of any action in reliance upon, or other use of this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please notify me and delete or destroy all copies.



To: Mayor Leonard and Council

From: Daniel Martin, Manager of Planning and Development

Date: February 13, 2023

Meeting Date: February 27, 2023

Subject: **RZ/OCP File# 2023-0018**
Metro Vancouver
Cape Roger Curtis

RECOMMENDATION

That the Committee of the Whole Recommend that Council adopt the following resolution:

1. That Council refer RZ/OCP 2023-0018 to:
 - a. Advisory Planning Commission,
 - b. Community Economic Development Committee,
 - c. Environmental and Climate Action Advisory Committee,
 - d. Housing Advisory Committee,
 - e. Parks, Trails, and Greenways Advisory Committee,
 - f. Transportation Advisory Committee,
 - g. The Finance Advisory Committee
 - h. The Bowen Island Conservancy
 - i. The Islands Trust,
 - j. Vancouver Coastal Health,
 - k. BC Ferries
 - l. The Squamish First Nation; and
 - m. A Committee of the Whole of Bowen Island Council;

That Council require the applicant to hold a public information meeting on this application; and

That Council direct staff to report back on results of this referral with a draft bylaw for Council's consideration.

PURPOSE

This report presents an application to amend the Land Use Bylaw and Official Community Plan to create a regional park over a series of properties at Cape Roger Curtis. The report introduces the application to Council seeks direction to refer the application to committees and public engagement prior to any further Council direction on the application.

BACKGROUND

In Summer 2022 Metro Vancouver announced the proposed purchase of 24 lots at Cape Roger Curtis to form a new Regional Park. The announcement proposed a preliminary program for the proposed 97-hectare park of day-use and overnight uses with opportunities for tent camping, picnic areas, trails,

viewpoints, and waterfront access. In January 2023 Metro Vancouver formally submitted their application to amend Bowen's *Land Use Bylaw* and *Official Community Plan* to enable to proposed park.

On December 5th, 2022 Council released information from closed meetings in 2022 concerning resolutions made by Council prior to the announcement of the purchase of the land. More information is on the municipal website [here](#).

At their Regular Meeting of January 23, 2023, Council adopted the following resolution:

RES#22-20c

Whereas it is in Bowen Island Municipality's governance interest to seek open input from its various committees on issues within their respective purviews regarding the proposed Cape Roger Curtis Regional Park project;

And whereas, at its Closed meeting on November 28, 2022, Council resolved to refer specific matters it considers of interest regarding the Cape Roger Curtis Regional Park project to committees for consideration as Metro Vancouver undertakes its engagement process, and this resolution was released to the public;

Therefore be it resolved that Council direct the Parks, Trails, and Greenways Advisory Committee, the Environment and Climate Action Advisory Committee, the Community Economic Development Committee, the Recreation and Community Services Commission, and the Transportation Advisory Committee hold preliminary discussions of the proposed project within their respective areas of expertise.

Figure 1 – Location Map

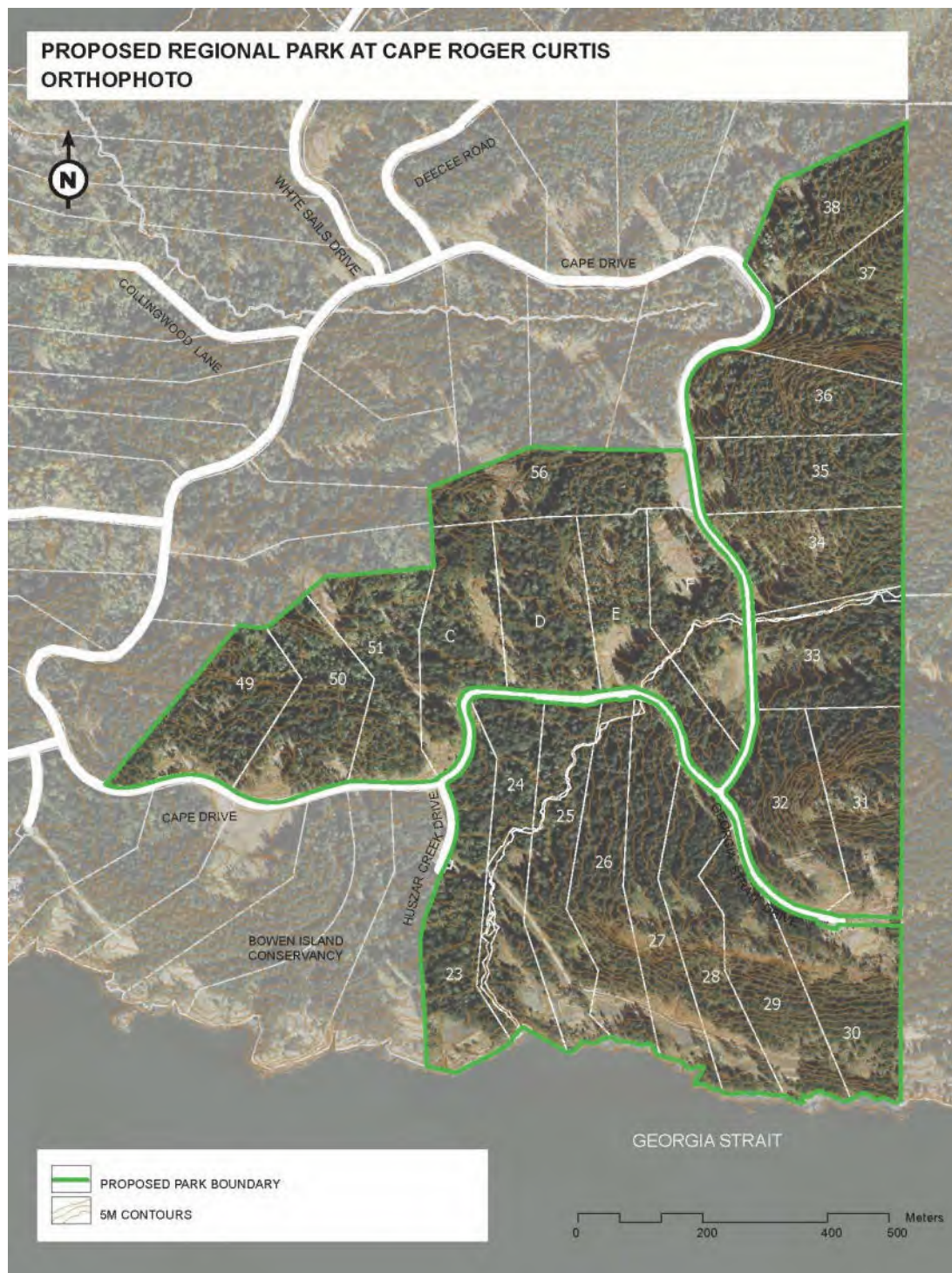


Figure 2 – Zoning Map

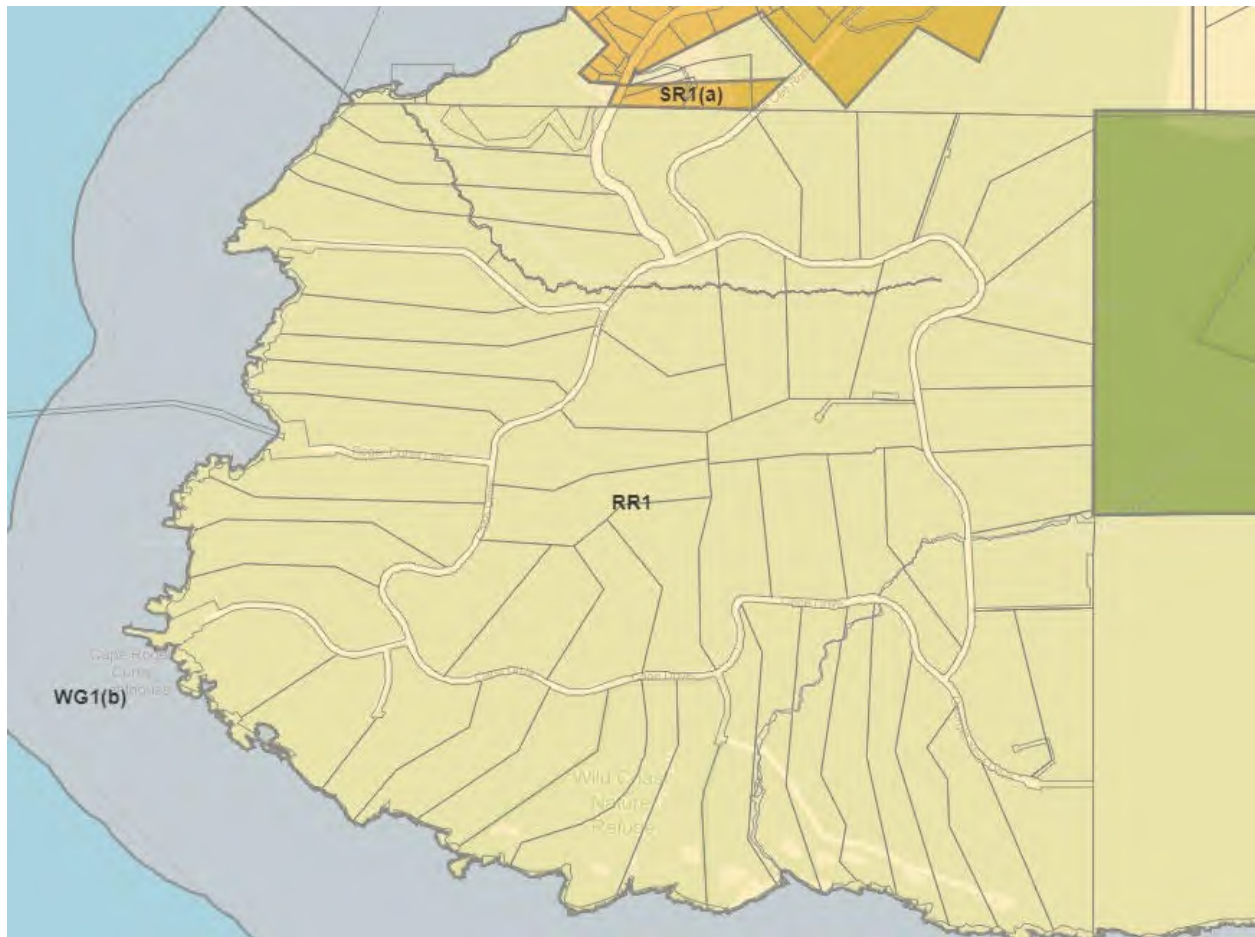
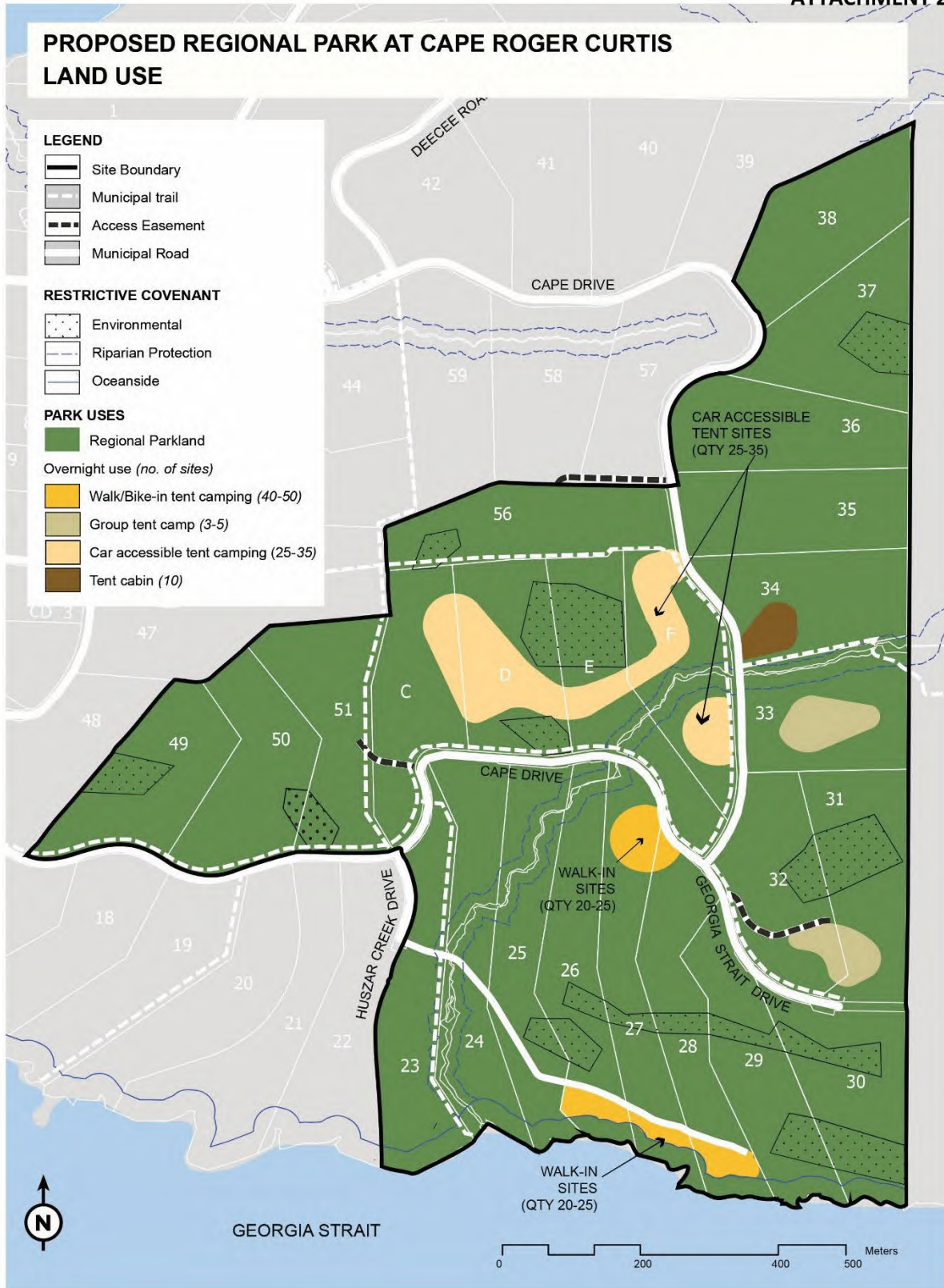


Figure 3 - Proposed Site Plan (Submitted February 15, 2023)

ATTACHMENT 2



DETAILS OF APPLICATION

Subject Property:

The property consist of 24 large rural properties a combined approximate 97 ha in size (~240 acres), located at Cape Roger Curtis. The properties were serviced with driveways, cleared building sites, and wells at time of subdivision.

Existing Municipal Trails run through portions of the site, including the Waterfall Trail, and portions of the Huzar Creek Trail and Whitesails Trail. Municipal roads Cape Drive and Georgia Strait Drive run between the properties.

Official Community Plan:

The properties are designated R – Rural. This land designation has four overall objectives, as follows:

Objective 59

To provide lots of a size that helps maintain and enhance the rural resource values of the island and which provide for opportunity for the pursuit of rural lifestyles.

Objective 60

To preserve and protect land that contains environmentally sensitive plant communities, terrestrial herbaceous ecosystems, wetland and riparian ecosystems, coastal ecosystems or forest ecosystems that may be locally, regionally or provincially significant or rare as identified in the Federal/Provincial Sensitive Ecosystems Inventory.

Objective 61

To protect the maintenance of tree cover, watersheds, wildlife habitat, viewscales, and rural atmosphere, and to minimize the impact of roads and driveways.

Objective 62

To protect watershed areas from incompatible land uses.

Portions of the properties are within the Watershed, Aquifer and Stream Protection Development Permit Area. These areas consist of:

- Huzar Creek which enters the site from the Crown Land east of the site and runs southwest drain into the ocean.
- Burke Creek which runs from the north east of the site through to the northwest part of Cape Roger Curtis outside of the subject properties.

A Development Permit would be required for any development within 30 metres of either watercourse. Neither watercourse is identified as fish-bearing (riparian), but a portion of each creek has an identified wetlands area, so a Riparian Area Assessment would be required for development within 30 metres each wetland.

A more thorough review of OCP policies and objectives is found later in this report.

Existing Zoning:

The properties are zoned Rural Residential 1, which permits the following:

Table 1 – Uses and Structures in the Rural Residential 1 Zone

Uses		Buildings & Structures	Max Dwelling Units/Lot	Max Height	Min Setbacks (m)		Max Lot Coverage	Min Lot Area
Principal	Accessory				Front /Rear	Side		
• Dwelling • Domestic Agriculture • Agriculture • Stable • Kennel	• Home Occupation • Accessory Residential Use • Mini Storage • Residential Guest Accommodation • Portable Saw Mill	• Dwelling, detached	1	9 m	7.5	7.5	100 m ² + 3.5% of lot area, max 1,500 m ²	4 ha

The properties also permit uses which are permitted in all zones and are listed in Section 3.2 of the Land Use Bylaw. These uses include:

Section 3.2.1: Bicycle paths, equestrian trails, pedestrian trails or board walks, educational interpretive signage, open space, and natural parks;

In other words, the use of the properties in this application for trails, educational signage, and a natural park would be permitted under the current zoning. Absent the proposed camping use, Metro Vancouver could establish a regional park at Cape Roger Curtis without seeking further rezoning or OCP amendment approvals.

PROPOSED DEVELOPMENT

The applicant would like to establish a new regional park at Cape Roger Curtis. The proposed park would include ecological conservation areas, day-use picnic areas, trails, viewpoints, access to the beach, and supervised tent camping. Tent camping would be primarily located on previously cleared and serviced areas. The majority of the proposed park would be dedicated to conservation and low-impact park access, including trails and day-use areas.

To this end, the applicant seeks to rezone the property to a Park Zone (Passive Park) 1 with a zone variation (c) over a portion of the site to permit supervised overnight use of up to 100 campsites, with the additional accessory uses of land, buildings and structures to support park visitor services, operations, and supervision. The application envisions the campsites to comprise of a mixture of drive-in, walk-in and group campsites, along with some tent platform campsites. The submitted site plan shows the camping uses taking place on a small portion of the overall site. Council may wish any amendment bylaw to zone the entire site as Passive Park, and locate the zone variation P (c) only on the portions of the site identified for camping use.

The proposal includes the following types of camping, and the following range of campsites.

- Walk/Bike-in tent camping (40-50)
- Group tent camping (3-5)

- Car accessible tent camping (25-35)
- Tent cabin (10)

Regional park bylaws, enforced by full time park staff and rangers would apply. No campfires would be permitted on site. A camp host would be on site at all times. The overnight camping program would be phased in over time to allow for adaptive management.

OFFICIAL COMMUNITY PLAN REVIEW

In this section staff present policies and objectives from Bowen's Official Community Plan (OCP) which relate to the proposed development, and highlight areas that would require amendments for this proposal to proceed.

Campgrounds

Bowen Island's Official Community Plan contains two policies pertaining specifically to campgrounds, as follows:

Policy 189

Campgrounds for recreational vehicles and trailer parks shall not be permitted within the Municipality.

Policy 190

Campgrounds serving the needs of backpackers and bicyclists may be permitted through commercial zoning regulation or temporary use permit on larger Rural designated properties on Schedules C and C – 1A (Land Use Designations) which are or will potentially be accessible by island trails. Campgrounds should be subject to regulations that relate to design and servicing requirements in order to minimize impacts on the environment and should have on site supervision.

The proposed campground would not permit recreational vehicles, so would be consistent with Policy 189. Permitting Drive in camping, as currently proposed, however, would require an additional amendment to the OCP to explicitly permit this use.

Overall campground development in a regional park would help achieve Objective 74 below, and the provision of walk-in or shuttle bus access only camping would also support Objective 75 below. Objectives 180-182 speak to general support for low-impact sustainable tourism on Bowen Island.

Objective 74

To provide accommodation for visitors so that they may enjoy the island's unique amenities and environment.

Objective 75

To encourage commercial uses that attract visitors who do not need to bring a personal vehicle.

Objective 180

To recognize tourism as an integral part of the island economy, with a focus on sustainable practices.

Objective 181

To support opportunities to nurture the further development of low-impact tourism.

Objective 182

To continue to position the island as a destination for ecotourism, education tourism, retreats, and health and wellness centres.

Objective 183

To provide accommodation for visitors so they may enjoy the island's unique amenities and environment.

Policy 419

Tourist commercial facilities are supported that enhance visitors' enjoyment of the island's natural amenities, without detracting from those amenities. Facilities that are designed to be primarily destination attractions are not supported.

Environmentally Sensitive Areas Protection

Bowen's OCP starts with 12 fundamental goals, the first of which is:

1. To preserve and protect the unique amenities and natural environment of Bowen Island for the benefit of Bowen Island residents and, generally, for residents of British Columbia.

As expected from this goal, Bowen's OCP contains many policies and objectives related to the proportion of environmentally sensitive areas and natural areas and highlight of which area included below. Although disturbed at time of subdivision, the proposed regional park would seek to preserve a large portion of the site from further development.

Objective 2

To preserve and maintain biodiversity, which includes wildlife habitats and native vegetation in their natural state, giving special consideration to wildlife, plants, and ecosystems that are considered endangered, threatened, or of special concern.

Objective 14

To secure the capacity and resilience of ecological systems by protecting natural landscapes, especially those rich in biomass to maintain air and water quality, so they can continue to sequester carbon dioxide (CO₂) and help mitigate the impacts of climate change and storm events.

Objective 24

To preserve and protect terrestrial areas of fragile coastal ecosystems from further degradation.

Objective 49

To provide public access to the seashore, Crown Land, and other public open space, consistent with the protection of the community and natural environment.

Cape Roger Curtis

The OCP seeks to retain portions of Cape Roger Curtis in “a natural state accessible to the public.” Other policies and objectives seek protection of sensitive areas especially the coastal bluff, paired with public trails and access.

Objective 40

To encourage the retention of portions of Cape Roger Curtis in a natural state accessible to the public, including ecologically sensitive coastal bluffs, other sensitive ecosystems such as Arbutus and Douglas Fir Woodland, portions of the shoreline, archaeological features, viewpoints, and significant marine shorelines.

Objective 68

To continue to promote the public interest in the development of the Cape Roger Curtis lands.

Policy 152

- Notwithstanding that Cape Roger Curtis has an approved subdivision plan²⁸, the Municipality continues to promote the public interest at Cape Roger Curtis by encouraging the development of the site to:
- conserve the majority of the coastline for eco-system protection, but especially the south facing ecologically sensitive and unique coastal bluff;
- where there are no adverse ecological impacts, develop public, waterfront, walking trails along the majority of the coastline, connecting to the cross-island greenway;
- protect environmentally sensitive areas and rare species;
- cluster homes and any other structures in any new development to reduce land disturbance, maximize green
- space and the opportunity for trails, and facilitate transportation alternatives; and
- minimize and mitigate any negative impacts from Cape Roger Curtis development on the adjacent neighbourhoods and on the island community as a whole.

Policy 153

The Municipality may reconsider approved transportation access routes to the Cape Roger Curtis site as part of a rezoning application and/or changes to the subdivision plan, or as part of a future master transportation planning exercise for Bowen Island.

Regional Parks

Objective 138

To ensure that the major costs of providing and maintaining visitor recreation facilities are borne by regional, provincial and federal agencies.

Public Access to Lands

Objective 136

To secure and maintain a level of public recreational land essential to the needs of island residents and visitors.

STAFF DISCUSSION

Transportation Impacts

1. Transportation across Bowen Island

All vehicle access to the proposed new Regional Park at Cape Roger Curtis comes from Whitesails Drive, a residential road that connects Cape Drive to the rest of Bowen Island. BIM staff have sought a transportation impact study on the effect of the proposed park to mitigate any impact on residents on Whitesails Drive, or elsewhere on the route from Snug Cove to Cape Roger Curtis.

Bowen's planned Multi-Use Path would extend to the intersection of Bowen Bay Road and Adams Road. Future planning would have to identify the next route to take. Currently the Multi-Use Path runs from Cardenna Drive to Artisan Lane. Significant additional funding would be necessary to complete the Path to approach close to the new Regional Park. Completion of the line would provide a more attractive option for visitors to travel by bicycle to a new park.

Metro Vancouver submitted additional information supporting their rezoning application on February 15, 2023. Regarding Transportation and Access the submission says:

Metro Vancouver will prioritize non-vehicular access to the park. Strategies include a seasonal park shuttle, improved trail and greenway connections, enhanced public transit and some limited vehicular access to support accessibility and day-use.

Metro Vancouver will explore partnerships with Bowen Island Municipality, TransLink, stakeholders and service providers to advance sustainable park access. Phased implementation of the park facilities and transportation solutions will enable adaptive management.

2. Travel to Bowen Island

A new Regional Park and campsite would be expected to draw new visitors to the park from outside of Bowen Island. While Bowen's OCP recognizes the importance of tourism to the Island's economy, it also seeks low-impact sustainable tourism. A key concern of the proposed new Regional Park from many Bowen Island residents is the impact such a park will have on the ferry system, especially given many islanders experience of significant ferry overloads in Summer and Fall 2022.

Metro Vancouver has commissioned Bunt & Associates, a Transportation Planning firm to provide analysis of the projected net traffic demand of the park. Metro Vancouver is actively pursuing mitigation measures for any traffic impact.

Overall, BIM staff would like to see a visitor use management plan developed for any new Regional Park that would address both impact of visitors to the park and the rest of the islands. This plan could include management of waste and garbage collection, parking issues within and outside of the park, and strategies to reduce impact on the ferry.

Infrastructure Impacts

Since COVID Bowen has experienced an increase in the number of residents and visitors to the islands, especially in the summer months. A new Regional Park and campsite would add to this pressure. Bowen Island is especially facing infrastructure challenges in and around Snug Cove, where land constraints make solutions to the challenges especially pressing. Metro Vancouver may be able to assist to offset impact of the Regional Park.

Servicing Requirements

Vancouver Coastal Health indicated that the following requirements would apply to the proposed development:

1. **Drinking Water:** To ensure public health protection regarding drinking water, the Drinking Water Protection Act requires that a Construction Permit is obtained from the Issuing Official before commencing construction, alteration or extension of a water supply system or before a new water source is used.
2. **Sewage Disposal:** Any home or building plumbed with running water and which is not connected to a municipal or city sewage system needs a safe method of treating and discharging sewage. Construction and maintenance of a sewerage system with a daily design flow of less than 22,700 litres per day must meet the requirements of the provincial Sewerage System Regulation. For systems with a design flow greater than 22,700 litres per day, the Environmental Management Act and Municipal Wastewater Regulation apply, and application to the BC Ministry of Environment is required.

Fire Suppression

The Fire Department would want to require that any permanent structures that are commercial in nature or allow for sleeping to have fire sprinklers. Staff recommend a covenant to this effect be a condition of the rezoning, as is common on many rezonings on Bowen Island. The Fire Department is also aware that Metro Vancouver proposes that no campfires would be permitted in the campground, to reduce the fire risk.

Existing Metro Vancouver Campground

Existing Metro Vancouver Regional Parks provide some examples of overnight camping, as follows:

1. Group Camps

- Campbell Valley Regional Park (Camp Coyote)
- Deas Island Regional Park (Muskrat Meadows)
- Tynehead Regional Park (Ravens Nest)

Group camp sites accommodate two main group types; organizational (schools/youth groups) or extended families and close friends. Group size is approximately 10- 40 people and group camp site have shared and accessible facilities such as tent pads, shelter, and pit toilets. Vehicle parking is limited as groups travel communally.

Individual Campsites

Individual campsites in one existing Regional Park features a parking area and space to set up a tent or small RV.

- Derby Reach Regional Park

Metro Vancouver operates 38 serviced sites at Edgewater Bar - Derby Reach Regional Park. These are bookable online or by telephone and available between March 1 and October 31. The rest of the year the sites are available for day-use.

Metro Vancouver has an operating agreement with a private operator to manage a camping site that that is part of Brae Island Regional Park

2. Indoor Camps

- Camp Capilano, Capilano Regional Park

- Camp Elkgrove (operated by Elks Recreational Children's Camp Society of BC) Aldergrove Regional Park

Camp Capilano has capacity for 44 overnight participants, groups typically include school field trips and youth groups. Camp Elkgrove has capacity for 48 children and is operated by the Elks Recreation Children's Camp Society was founded to provide camping facilities in the Province of British Columbia for children who might not otherwise have a camping or holiday experience.

FINANCIAL/ RESOURCE/MAINTENANCE CONSIDERATIONS

The 24 unimproved properties include 8 waterfront and 16 interior lots. Assessed Land value for the waterfront lots averages \$4.1M each. Remaining interior lots are assessed at approximately \$1.4M each. The total assessed land value of the proposed lots (2023 BC Assessment Preliminary Roll Value) is \$55.4M. Purchase of these lots by Metro Vancouver for use as parkland will result in an exemption from property taxation for the value of the land and any future improvements subsequently constructed.

It is expected that it would take several more years for the CRC lots to be fully developed. Using a conservative average improvement value of \$1.2M per interior lot and \$3M per waterfront lot yields a total estimated improvement value of \$43M. The total cost of the estimated forgone property tax collection on land and future improvements using 2022 property tax rates is approximately \$185,000 per year, or about 2.8% of 2022 property taxes collected. The loss of this revenue would result in a shifting of the tax burden to the remaining properties on Bowen Island.

Municipal Trails run through the proposed Regional Park, and the park is bisected by municipal roads of Cape Drive and Georgia Strait Drive. Maintenance of these assets being undertaken by the new Regional Park would reduce maintenance obligations on the Municipality.

COMMUNICATION TO THE PUBLIC

Notice of this introduction of this rezoning application was mailed to all island wide through a maildrop and mailed to owners of properties within 500 metres who live off island. Notice of the introduction of the application was also placed in the Island Page and the Municipal e-newsletter and announced by Council at the Regular Council Meeting on the February 13, 2023.

Since the announcement of the purchase and proposed park many Bowen residents have provided initial comment to Mayor and Council on the proposal. Some of these comments are included in this agenda, while previous comment appeared in earlier Council Meeting agendas.

Section 475 of the *Local Government Act* requires that, during the development of an Official Community Plan (OCP), or an amendment of an OCP the local government must provide "one or more opportunities it considered appropriate for consultation with persons, organizations and authorities it considers will be affected."

For this purpose, the local government must:

- (a) consider whether the opportunities for consultation with one or more of the persons, organizations and authorities should be early and ongoing, and
- (b) specifically consider whether consultation is required with the following:

- (i)the board of the regional district in which the area covered by the plan is located, in the case of a municipal official community plan;
- (ii)the board of any regional district that is adjacent to the area covered by the plan;
- (iii)the council of any municipality that is adjacent to the area covered by the plan;
- (iv)first nations;
- (v)boards of education, greater boards and improvement district boards;
- (vi)the Provincial and federal governments and their agencies.

This consultation with these organizations is in addition to the required Public Hearing for the adopted of the Bylaw.

In the staff recommendation, staff are recommending the application be referred to advisory Committees and the Islands Trust. As the applicant is the board of the regional district listed in (b)(i) above, staff do not recommend referral to that board. Staff also recommend referral to Vancouver Coastal Health, listed under (b)(vi) above. Staff also recommend that this application be referred to the Squamish First Nation. Staff understand that Metro Vancouver has undertaken initial consultation with the First Nation, and recommend Council direct staff to separately consult with the Squamish First Nation on this application.

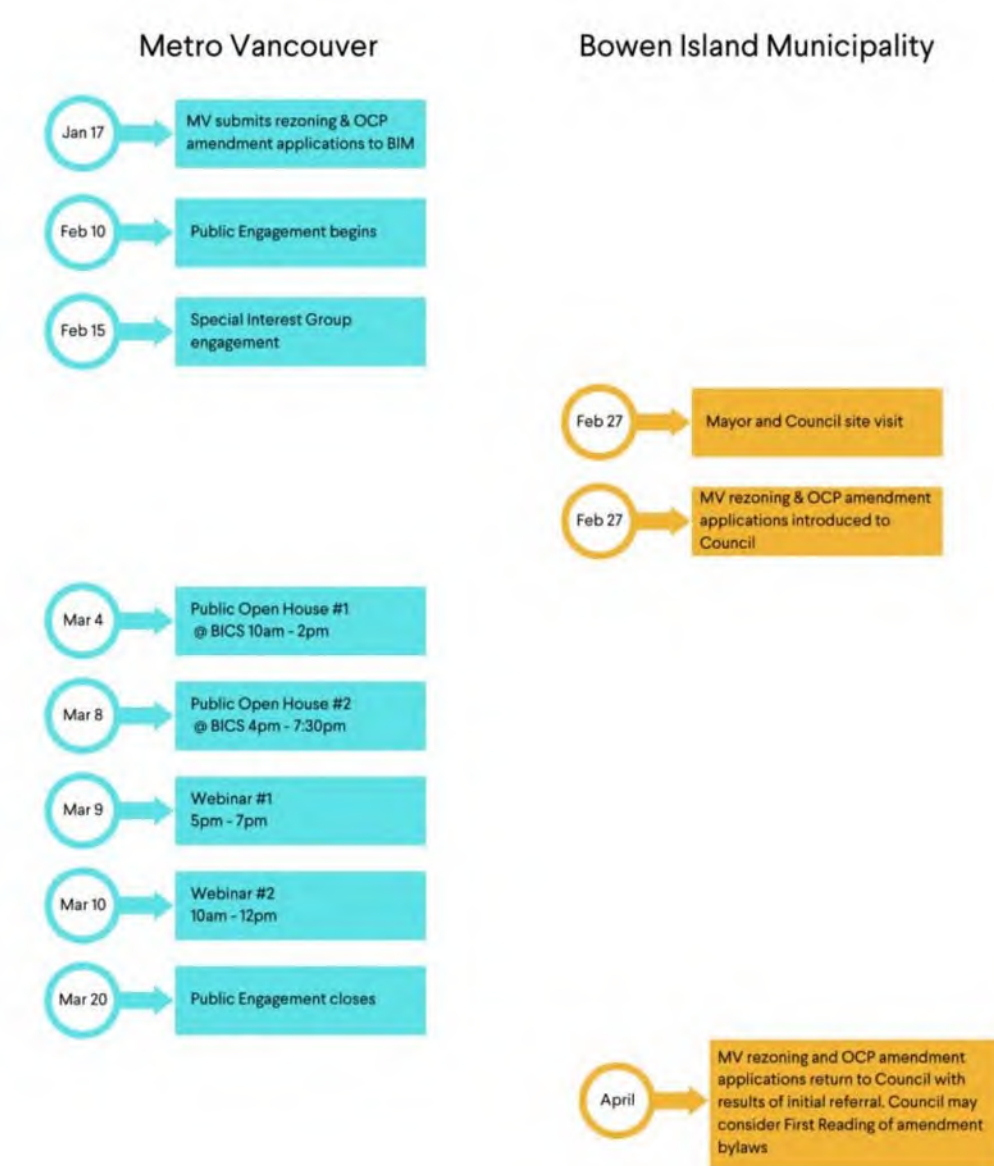
Regarding referral to the Islands Trust – Bowen Island’s [Protocol Agreement](#) with the Trust lays out the required approval process for amendments to the Land Use Bylaw and Official Community Plan. This process requires referral of amendment bylaws following First Reading prior to scheduling a Public Hearing. Staff are recommending this initial referral be sent to Islands Trust staff to help identify and potential conflicts with the *Islands Trust Policy Statement* prior to making a formal referral following a First Reading.

Public Engagement

Metro Vancouver has prepared an Engagement Strategy for the First Phase of engagement associated with this application. BIM staff have prepared the following timeline showing the Phase 1 Engagement. In short, Metro Vancouver proposes two public open houses (held March 4th and March 8th at BICS, and two virtual webinars (held March 9th and March 10th). Metro Vancouver has also provided a feedback form through their website available at: <http://www.metrovancouver.org/services/parks/learn/projects-and-initiatives/Cape-Roger-Curtis/Pages/engagement.aspx>

Prior to this application’s introduction to Council Metro Vancouver provided a mailout of the engagement period across the island.

Figure 3- Timeline of Initial Engagement



The end of Phase 1 would result in BIM staff returning to Council in April with the results of the initial engagement, recommendations from advisory committees, and any comment from the referrals to agencies and governments. Staff would also return with a draft bylaw for Council to consider.

The process of Council approvals required is outlined below. This represents the minimum of meetings where Council would be required to give readings, or hold a hearing, for an amendment bylaw. Council has the ability to require additional meetings to discuss, to refer bylaws back to staff, or additional engagement on the entire or portions of the application at any meeting.

1. Introduction of Application (we are here)

- a. Phase 1 of Engagement
 - b. Committee referrals
 - c. Future Committee of the Whole with Council
 - d. Agency and government referrals
2. Result of Referrals and Consideration of First Reading (aiming for an April Council Meeting)
 - a. Launch Phase 2 of Engagement, including:
 - i. Committee Referrals
 - ii. Islands Trust Referral (requires 45 days for comment to return)
 - iii. Additional Public Information Meetings
 - iv. Other referrals/engagement as Council directs.
3. Consideration of Second Reading
 - a. Notice of Public Hearing
4. Public Hearing
5. Consideration of Third Reading
 - a. Referral to Islands Trust for OCP amendment bylaw approval
 - b. Fulfillment of any rezoning conditions
6. Consideration of Fourth Reading and final adoption

BIM staff have been updating <https://bowenislandmunicipality.ca/parks-recreation-culture/regional-park-at-cape-roger-curtis/> with information on the rezoning, and will continue to do so through this process.

ECOLOGICAL/ENVIRONMENTAL/CLIMATE CONSIDERATIONS

As part of their application Metro Vancouver submitted a Preliminary Environmental Assessment completed by DiamondHead Consulting. This report is provided as attachment 3 to this report. Also contained in this report is a map showing existing covenant areas on the properties. These restrictive covenants were placed on the property at time of rezoning to protect environmentally sensitive areas. These covenants would remain in place in any regional park.

BIM staff also identify that some coastal bluff areas are particularly sensitive to disturbance, and these areas should be protected by fencing or strategically routing trails. Good communication of the sensitive ecosystems and the effect of human disturbance, even footprints, would also serve as a helpful disturbance.

CONCLUSION

BIM staff present here Metro Vancouver's application to amend the Land Use Bylaw and Official Community Plan. As outlined in Section 475 of the *Local Government Act*, BIM staff recommend that Council refer this application to relevant committees, agencies, and government agencies. Staff also recommend Council require an engagement period from Metro Vancouver, and that Council refer this application to a future Committee of the Whole for Council to provide additional comment on the application.

ALTERNATIVES

1. That the Committee of the Whole refer application RZ/OCP 2023-0018 to staff for more information prior to Council taking any action on this application
3. That Council reject OCP/RZ-2023-0018

ATTACHMENTS AND REFERENCES:

Attachment 1- Submission for OCP Amendment and Rezoning at Cape Roger Curtis
Attachment 2 – Project Overview of OCP Amendment and Rezoning
Attachment 3 – Diamond Heard Environmental Overview
Attachment 4 – Maps and Drawings
Attachment 5 - Additional Submission, February 15, 2023

Submitted by: Daniel Martin, Manager of Planning and Development

REVIEWED BY:

CAO	☐
Bylaw Services	☐
Communications	☐
Corporate Officer	☐
Finance	☐
Fire & Emergency	☐
Environment & Parks	☐
Planning	☐
Public Library	☐
Public Works	☐
Recreation & Community Services	☐

3 March, 2023

The Board of the Islands Trust Conservancy
200 – 1627 Fort Street
Victoria, BC V8R 1H8

Re: Metro Vancouver Regional Park Proposal/Cape Roger Curtis (Bowen Island) and possible alternative access near the Fairy Fen Nature Reserve

The Bowen Island Conservancy has been a partner with the Islands Trust Conservancy since the inception, on March 25, 2010, of the Fairy Fen Nature Reserve, which was obtained through the Free Crown Grant Program with the Province. The Islands Trust Conservancy owns the Reserve and the Bowen Island Conservancy manages it. The Fairy Fen Nature Reserve is located within the Huszar Creek watershed, which runs into Georgia Strait through the Cape Roger Curtis lands.

The Fairy Fen Nature Reserve management plan dated July 29, 2011, details actions to be taken to protect this area and emphasizes the fragile nature of Fairy Fen. As well, the Bowen Island Conservancy [website](#) includes a description of Fairy Fen:

Fairy Fen is described by biologists as one of the most undisturbed, biologically diverse, and ecologically rare fens in southern British Columbia (a fen is a wetland fed by ground or surface water and is neutral or alkaline in its chemistry, supporting a high diversity of plant and animal species).

Fairy Fen protects unique plants, such as [Labrador Tea](#), [bog St. John's-wort](#), [bog cranberry](#), and a wide variety of sedges and mosses. [Sharp-shinned Hawks](#) have been seen around Fairy Fen, [Pileated Woodpeckers](#) are often heard in the trees, and [Bald Eagles](#) frequent the skies above.

Over the years, the Bowen Island Conservancy has consistently been opposed to any road access to the Cape Roger Curtis lands from Thompson Road, which currently is a short road with the trailhead for Fairy Fen at the cul-de-sac. Ideas for alternative access via a Thompson Road extension were first proposed during the Cape on Bowen Development Company's attempts to create a large subdivision at the Cape, and have been raised a number of times since. Our opposition stems from the fact that any such road would pass through the upper watershed of Fairy Fen, and has the potential for serious impact on it. Road runoff, both during construction and during general use, could be a source of sediment, hydrocarbons, winter road salt, and other contaminants that would likely find their way downslope into Fairy Fen.

The Bowen Island Conservancy requests the Islands Trust Conservancy Board to support this messaging, opposing a Thompson Road extension, to Metro Vancouver Parks, which is currently considering the

creation of a Regional Park on the undeveloped Cape Roger Curtis lands, and which is working to determine how to provide an alternative access route in the lands. A road near Fairy Fen will be too damaging to the environment, and will be contrary to the Metro Vancouver Parks messages about the need to protect the ecosystems of our island.

Yours truly,

A handwritten signature in black ink, appearing to read "Owen Plowman". The signature is written in a cursive, flowing style. There is a small yellow vertical mark to the left of the signature.

Bowen Island Conservancy
Owen Plowman, Chair

CC:

- Board of Directors, Bowen Island Conservancy
- Mayor and Council, Bowen Island Municipality



BRIEFING

To: Islands Trust Conservancy Board **For the Meeting of:** March 14, 2023
From: Staff **Date Prepared:** February 27, 2023
SUBJECT: Annual Report for 2022-23 – changes to format and internal procedures

PURPOSE: To update the ITC Board on expected changes in the timing and format of the ITC Annual Report for 2022-23.

BACKGROUND: The Islands Trust Conservancy is required under section 6 (46) of the Islands Trust Act to prepare and submit to Trust Council an Annual Report:

46 Each year, the Islands Trust Conservancy must prepare and submit to the trust council a report respecting the previous fiscal year that includes

- a. an audited balance sheet and statement of receipts and expenditures,*
- b. a report of the operations of the Islands Trust Conservancy and the management of the assets of the trust fund,*
- c. a schedule of all assets held in trust and their valuation, and*
- d. other particulars required by the minister.*

Traditionally, ITC has provided its Annual Report to Trust Council and it has been included at the end of the Islands Trust Annual Report as well as created as a stand alone report. For the 2021/22 Annual Report, at the request of the Executive Committee, ITC staff trialed working with Islands Trust staff to insert the ITC Annual Report content into the wider Islands Trust Annual Report framework in addition to creating a stand-alone ITC Annual Report. Upon review this was found to create duplicate work and extended deadlines for completing the annual report requirements for ITC. ITC still requires a stand-alone ITC Annual Report, as it is a regularly used tool by the Fundraising Development Specialist for fundraising, and is a requirement under the Islands Trust Act (see above).

ITC staff intend to return to producing a stand alone annual report document as has been done in earlier years. This will reduce duplication in staff workload, and result in a streamlined annual report for ITC that is better suited to its target audiences, while continuing to meet reporting requirements under the Island Trust Act. The ITC Annual Report will be included in the Islands Trust Annual Report package submitted to the Minister.

ITC staff also plan to shorten the ITC Annual Report, to align with fundraising audiences and goals. This updated annual report structure will remove duplication and compliment an updated ITC Impact Report (a strong fundraising tool that was trialed in 2021-22 and is available through [Our Impact](#) webpage).

ATTACHMENT(S):

1. [Islands Trust Annual Report 2021-22](#)
2. [Islands Trust Conservancy Annual Report 2021-22](#)
3. [Islands Trust Conservancy Impact Report](#)

FOLLOW-UP: Staff will develop draft text for the 2022-23 Annual Report and provide this for review and approval at the May ITC Board Meeting.

Prepared By: Carmen Smith, Communications Specialist, Islands Trust Conservancy
Reviewed By/Date: Kate Emmings, Manager, Islands Trust Conservancy / March 6, 2023



February 27, 2023

Victoria Foundation
#200 – 703 Broughton Street
Victoria, B.C. V8W 1E2
Sent by email to: donorservices@victoriafoundation.bc.ca

Attn: Sandra Richardson
Re: Cereus Fund Grant #20230764

Dear Sandra,

We would like to extend our gratitude to the trustees of the Cereus Fund and to late environmental philanthropist Susan Bloom for the generous contribution of \$15,000 to support conservation work in the islands.

The Cereus Fund contribution has been directed to the Islands Trust Conservancy Opportunity Fund which helps local island conservancies seize new opportunities to protect our most endangered landscapes, including mature forests, diverse wetlands, species-at-risk habitat and wildlife corridors. 2022/23 grants from the Opportunity Fund include:

- A \$30,000 grant for the purchase of KELÁ_EKE Kingfisher Forest on Pender Island; and,
- A \$50,000 grant for the purchase of 161 ha (397 acres) of land on Reginald Hill, Salt Spring Island.

Additionally, Brooks Point Regional Park on South Pender, St. John Point Regional Park on Mayne Island, and Salish View Nature Reserve on Lasqueti Island all received grants to help kick-start a local vision to protect these places.

Kind and caring people like the trustees of the Cereus Fund have helped create a multi-million dollar conservation legacy in the islands. In terms of today's high land prices, Islands Trust Conservancy grants seem like "small potatoes" in order to save land, but those funds were delivered to our partners at critical times — just when they were starting or finishing up a land conservation project.

Generosity today helps to leverage protection of special places in the future. To us this is a very important contribution to conservation! Thanks so much for your support and helping to provide grants that *kick-start conservation* on the islands.

Yours truly,

Kate Emmings
Manager, Islands Trust Conservancy
Phone: 250-405-5191, Email: kemmings@islandstrust.bc.ca

cc Sara Neely, Director of Philanthropic Services, sneely@victoriafoundation.bc.ca



Public Acquisitions Update March 14, 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: 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 March 14, 2023

Crystal Mountain (Galiano) 18.3 ha.	2021/05/25	ITC-2021-019: It was MOVED and SECONDED, that the Islands Trust Conservancy Board accept the updated approximate lot configuration proposed by the Crystal Mountain Society, subject to staff assessment that adjusted lot boundaries meet ITC conservation goals and policies, based upon a site visit and review of any necessary additional ecological information from the applicant. ITC-2021-020: It was MOVED and SECONDED, that the Islands Trust Conservancy Board accept the Crystal Mountain Society proposal to register a Statutory Right of Way across Lot A on the upper ridge, in favour of Islands Trust Conservancy, to provide legal access to the eastern part of Lot A via the legal easement across neighbouring Lots B and C. ITC-2021-021: It was MOVED and SECONDED, that the Islands Trust Conservancy Board express support for the Crystal Mountain Society proposal to alter the lot boundaries of Lot 9 and Lot 10, prior to land transfer to Islands Trust Conservancy, to remove the pagoda from the proposed nature reserve, subject to staff assessment that adjusted lot boundaries meet ITC conservation goals and policies, based upon a site visit and review of any necessary additional ecological information from the applicant ITC-2021-022: It was MOVED and SECONDED, that the Islands Trust Conservancy Board request that the Crystal Mountain Society update the Ecological Inventory report and other relevant documents to reflect the proposed boundary changes, prior to transfer of the land. ITC-2021-023: It was MOVED and SECONDED, that the Islands Trust Conservancy Board accept the Crystal Mountain Society proposal to register a Statutory Right of Way for emergency access on Lot A in favour of the Capital Regional District prior to subdivision, subject to Crystal Mountain Society's working with ITC staff to develop an appropriate agreement.
	2021/07/07	Staff site visit scheduled.
	2021/07/21	Follow-up staff visit to discuss lot boundary options.
	2022/02/09	Applicant and staff discuss coordinating a visit from a Cultural Knowledge Holder.
	2022/08/16	Meeting with applicant to discuss their meeting with Penelakut Elders and leadership.
	2022/11/24	Meeting with applicant's agent to discuss potential co-management relationship with Penelakut.
	2023/02/01	Applicant's agent provided update on process of fulfilling ITC Board's requirements; continuing discussion with staff about engagement with Penelakut FN and other Indigenous community members.
Current Total ITC Acquisitions:		34



PUBLIC COVENANTS UPDATE

March 14, 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.
	2023/02/09	Staff initiated discussion with ALC about providing approval for placing NAPTEP covenant on non-ALR portion of the property.
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.



PUBLIC COVENANTS UPDATE March 14, 2023

Nighthawk Hill NAPTEP Covenant expansion North Pender Island (~1ha)	2022/09/06	Final survey received.
	2022/09/12	Draft covenant amendment and letter of permission sent for ITC legal review.
	2022/10/04	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. 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.
	2022/10/13	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.
	2022/10/24	Board decision letter sent to landowner and to PICA.
	2022/10/31	Draft baseline report received; under review by staff.
	2023/01/30	Draft baseline report returned to contractor with required edits by ITC and PICA.
R. Leader NAPTEP Covenant Salt Spring Island (3.54 ha)	2020/06/16	Application received.
	2020/11/24	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



PUBLIC COVENANTS UPDATE

March 14, 2023

R. Leader (cont.)	2020/12/02	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.
	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.



PUBLIC COVENANTS UPDATE March 14, 2023

R. Leader (cont.)	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.
	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.



PUBLIC COVENANTS UPDATE

March 14, 2023

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



PUBLIC COVENANTS UPDATE

March 14, 2023

Brooks Point Covenant (cont.)	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.
	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	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: 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; and, directs staff to register the covenant subject to receiving an update to the Baseline Documentation Report that is acceptable to the ITC Manager. 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.
	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.



PUBLIC COVENANTS UPDATE March 14, 2023

	2022/07/14	ITC staff send correspondence to CRD regarding Interrim Strategic Plan as the designation of Brooks Point Regional Park is inconsistent with the negotiated covenant.
	2023/03/02	CRD Parks staff confirm that CRD Regional Parks intends to correct the park designation error when the Interim Strategic Plan goes back to the parks committee and CRD Board (scheduled for summer 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



PUBLIC COVENANTS UPDATE March 14, 2023

Sandy Beach Nature Reserve (cont.)	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.
	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.



PUBLIC COVENANTS UPDATE

March 14, 2023

Sandy Beach Nature Reserve (cont.)	2022/11/08	Staff is preparing final documents and coordinating with applicant for conveyancing.
Fairyslipper Forest Nature Reserve Thetis Island (16.6 ha)	2018/03/20	ThINC Board approves resolution to hold a covenant on Fairyslipper Forest.
	2018/03/21	CCLT Board approves resolution to hold a covenant on Fairyslipper Forest.
	2018/04/03	TFB approves negotiation of conservation covenant in favour of ThINC and CCLT.
	2018/04/06	ITC template covenant sent to partners. Trail relocation is needed before finalizing baseline report.
	2018/10/13	Hosted Management Plan Open House on Thetis Island.
	2019/02/22	Draft management plan and baseline report sent to ThINC and CCLT staff for review.
	2019/05/21	ITC Board approves management plan with minor revisions.
	2019/06/12	ThINC Board approves revised management plan.
	2019/09/26	CCLT Board approves revised management plan. Management Plan posted to the ITC website.
	2020/02/03	Trail relocation completed by contracted trail builder, Penelakut youth and volunteer labour. A Statutory Right of Way is required from the adjacent property where the trailhead and parking area are planned.
	2020/03/19	ThINC is working with the Thetis Island Residents and Ratepayers Association to obtain a trail license over adjacent private lands for access and parking for the Fairyslipper Forest Nature Reserve.
	2020/07/14	Adjacent landowner signs Trail Licence Agreement with TIRRA (Thetis Island Residents and Ratepayers Association). Staff continues to work with owner to develop permanent legal access.
	2022/04/25	Adjacent landowner extends Trail Licence Agreement with TIRRA.
	2022/06/06	Staff discussed proposed conservation covenant with ThINC, agreement to defer. Staff will reengage with adjacent landowner to discuss more formal access arrangement.
	2022/07/27	Adjacent landowner wishes to continue with informal access agreement. Staff will continue with current access and will consider varied trail options as part of the covenant negotiations.
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	\$523,159	\$ 133,209	20%	\$ 133,209
50700-210	Admin. Support	\$ 252,173	\$ 251,523	\$ 650	\$ 252,173	\$218,090	\$ 34,083	14%	\$ 34,083
54500-210	Communications	\$14,780	\$11,630	\$5,650	\$ 17,280	\$10,469	\$ 6,811	39%	\$ 5,255
79500-210	Subscriptions	\$1,000	\$1,000		\$ 1,000	\$150	\$ 850	85%	\$ 175
67500-210	Memberships	\$0	\$0		\$ -	\$973	\$ (973)	0%	\$ 345
61100-210	Board Honoraria	\$ 6,600	\$ 6,600		\$ 6,600	\$5,650	\$ 950	14%	\$ 850
61200-210	Board Meeting Expense	\$ 1,425	\$ 1,425		\$ 1,425	\$1,548	\$ (123)	-9%	\$ 1,278
61210-210	Board Training & Conferences	\$ 1,600	\$ 1,600		\$ 1,600	\$1,484	\$ 117	7%	\$ 450
61300-210	Property Management	\$137,780	\$97,780	\$60,000	\$ 157,780	\$58,704	\$ 99,076	63%	\$ 70,610
61500-210	Cons Planning / Land Securement	\$26,550	\$10,550	\$ 16,000	\$ 26,550	\$15,377	\$ 11,173	42%	\$ 4,320
63000-210	Legal	\$ 13,000	\$ 10,000	\$ 3,000	\$ 13,000	\$21,442	\$ (8,442)	0%	\$ 450
61600-210	Ecosystem Mapping	\$ 18,000	\$ 13,000	\$ 5,000	\$ 18,000	\$0	\$ 18,000	100%	\$ -
74900-210	Safety	\$ -	\$ -		\$ -	\$931	\$ (931)	0%	\$ 192
80300-210	Mobile Devices	\$ 1,350	\$ 1,350		\$ 1,350	\$2,846	\$ (1,496)	0%	\$ 755
81300-210	Training & Conferences	\$ 4,200	\$ 4,200		\$ 4,200	\$3,707	\$ 493	12%	\$ 1,025
81305-210	Travel for Training	\$ 2,200	\$ 2,200		\$ 2,200	\$1,859	\$ 341	15%	\$ 800
82300-210	Travel	\$ 17,880	\$ 12,880	\$ 5,000	\$ 17,880	\$19,342	\$ (1,462)	0%	\$ -
	Trustee Remuneration "Employer								
84150-210	Health Tax"	\$ -	\$ -	\$ -	\$ -	\$24	\$ (24)	0%	\$ 5
		\$ 1,154,906	\$ 938,906	\$ 238,500	\$ 1,177,406	\$885,756	\$ 291,674	25%	\$ 253,797
Restricted Funds		Opening Balance	Revenue	Total Available	Spent	Remaining	Committed Funds		
	Alton Maintenance Account	\$ 103,636	\$ 11,402	\$ 115,038	\$ 15,463	\$ 99,575	\$ 4,390		
	Ruby Alton Endowment Fund	\$ 144,609	\$ (6,938)	\$ 137,671		\$ 137,671			
	Opportunity Fund	\$ 114,151	\$ 86,408	\$ 200,560	\$ 82,131	\$ 118,429	\$ 14,350		
	Covenant Mgmt and Defence Fund	\$ 115,790	\$ 1,683	\$ 117,473		\$ 117,473			
	Property Management Fund	\$ 10,651	\$ 155	\$ 10,805		\$ 10,805			
	Lasqueti Island Acq Fund	\$ 27,541	\$ 2,606	\$ 30,147		\$ 30,147			
	Link Island Fund	\$ -	\$ 36,708	\$ 36,708		\$ 36,708			
	Gambier Island Acq Fund	\$ 125,398	\$ 361	\$ 125,759		\$ 125,759			
	Link Island Western Screech Owl Project	\$ -	\$ 25,049	\$ 25,049		\$ 25,049			
	Morrison Waxler Legacy Fund	\$ 14,809	\$ 237	\$ 15,046		\$ 15,046	\$ 4,615		
	Thetis Island Acq Fund	\$ 1,301	\$ 19	\$ 1,320		\$ 1,320			
	McFadden Creek	\$ 23,162	\$ 319	\$ 23,481	\$ 1,795	\$ 21,687	\$ 833		

Z:\05 Finance\1835 Reporting - Financial Statements - ITC\40 Financial Reports\ITC_2022-2023_ExpenditureTracking.xlsx