



Islands Trust Conservancy Board

Regular Meeting Agenda

Date: Tuesday, October 3, 2023
Time: 10:00 am
Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

Pages

1.	CALL TO ORDER	
1.1	Welcome and Islands Trust Conservancy Decision Making Process	
2.	APPROVAL OF AGENDA	
3.	RISE AND REPORT	
4.	MINUTES/COORDINATION	
4.1	Approval of the August 29, 2023 Special Meeting Meetings	3 - 6
4.2	Follow-up Action List	7 - 11
5.	BUSINESS	
5.1	Items for Approval	
5.1.1	ITC 2024/25 Budget Submission – Request for Decision	12 - 19
5.1.2	Board Attendance - LTABC Land Trust Summit November 6-8, 2023 - Request for Decision	20 - 24
5.2	Items for Discussion/Direction	
5.2.1	Species at Risk Program Mid-term Evaluation – Briefing	25 - 35
5.2.2	Statistics Canada Census Infographics – Briefing	36 - 40
5.2.3	Executive Committee Liaison Follow Up – Briefing	41 - 46
5.3	Correspondence - none	
5.4	Updates for Information	
5.4.1	Public Acquisitions Report	47 - 48
5.4.2	Public Covenants Report	49 - 59
5.4.3	Budget Report	60 - 60
5.4.4	Executive Committee Update	
5.4.5	Financial Planning Committee Update	

5.4.6 Trust Council Update

5.4.7 Trustee Roundtable (time permitting)

6. PUBLIC COMMENTS AND DELGATIONS

7. NEW BUSINESS

8. NEXT MEETING

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; and, (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; (k) negotiations and related discussions respecting the proposed provision of a service that are at their preliminary stages and that, in the view of the board, could reasonably be expected to harm the interests of the Islands Trust Conservancy board if they were held in public; and that staff be invited to remain in the meeting.

10. ADJOURNMENT



DRAFT

Islands Trust Conservancy Board

Minutes of the Special Meeting

Date: Tuesday, August 29, 2023
Time: 1:00 p.m.
Location: Electronic Zoom Meeting
Islands Trust - Victoria
200 - 1627 Fort Street, Victoria, BC

Board Members Present Risa Smith, Chair
Charles Kahn, Board Member
Lisa Gauvreau, Board Member
Susan Yates, Board Member
Tobi Elliott, Board Member

Board Member Regrets Ken Thomas, Board Member

Staff Present Clare Frater, Trust Area Services, Director
David Marlor, Legislative Services Director, left at 1:07 p.m.
Kate Emmings, Manager
Julia Mobbs, Administrative Services, Director
Corlynn Strachan, Administrative Assistant/Recorder

Guest Lenora Lee, KPMG Auditor

Members of the Public There were no public attendees

1. CALL TO ORDER

Chair Smith called the meeting to order at 1:02 p.m.

1.1 Introductions

Chair Smith welcomed the newest ITC Board member Charles Kahn.

2. ELECTIONS

2.1 Election of Vice-Chair

Director Marlor acknowledged he was located in Victoria on the lands of the Lekwungen speaking peoples, reviewed the election process, and administered the election for Vice-Chair.

Director Marlor called the first time for nominations. Chair Smith nominated Trustee Yates and Trustee Elliott seconded the nomination. Trustee Yates accepted the nomination.

David Marlor called for nominations a second and third time, and hearing none, the closed nominations.

By acclamation, Trustee Yates was declared Vice-Chair of the Islands Trust Conservancy.

Director Marlor left the meeting at 1:07 pm.

3. APPROVAL OF AGENDA

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

4. RISE AND REPORT

There were no items to report.

5. MINUTES/COORDINATION

5.1 Minutes of Meetings/Resolutions without Meetings

5.1.1 Approval of the July 18, 2023 Regular Meeting Minutes

By general consent, the Islands Trust Conservancy meeting minutes of July 13, 2023 were adopted.

5.1.2 Approval of the July 18, 2023 ITC-EC Liaison Minutes

By general consent, the Islands Trust Conservancy-Executive Committee meeting minutes of July 13, 2023 were adopted.

6. BUSINESS

6.1 Items for Approval

6.1.1 2022/23 Audited Financial Statements – Request for Decision

Manager Emmings presented the request for decision, noting this comes to the Board annually for approval and is a requirement under the *Islands Trust Act*.

Lenora Lee, KPMG Auditor, provided a summary of the Audited Financial Statements and the Audit Findings Report, noting there were no issues or concerns to bring to the Board's attention.

Director Mobbs advised that on the Statement of Cash flows (page 22 of the agenda package) under capital activities, it's noted that \$79,000 was cash received for the settlement of asset retirement obligations, and so the presentation may need to be updated. \$36,000 was received in cash and the remainder was recognition of a new asset retirement obligation.

Manager Emmings recommended the resolution to note "as amended" to incorporate this change and the following edits:

- On the Statement of Operations, rename “Donations to conservancy groups” to “Grants to external parties” to reflect the category used in the 2021/22 financial statements. This is ITC management’s preferred presentation.
- On the Financial Statement, Note 6
 - \$1,301 showing in 2022 Western Screech Owl Fund should be in 2022 Thetis Island Acquisition Fund
 - Remove line for Western Screech Owl Fund, these are project funds and will be recognized when expended
 - Remove line for Hornby Island Fund, these are project funds and will be recognized when expended

ITC-2023-027

It was MOVED and SECONDED, that the Islands Trust Conservancy Board approve the Audited Financial Statements as amended for the 2022/23 fiscal year, and refer the statements to Islands Trust Council for information.

CARRIED

6.2 Items for Discussion/Direction

None.

6.3 Correspondence

None.

6.4 Updates for Information

None.

7. PUBLIC COMMENTS AND DELGATIONS

There were no public attendees.

8. NEW BUSINESS

There was no new business.

9. NEXT MEETING

The next meeting will take place on October 3, 2023 at 10:00 am in Victoria, in person.

10. ADJOURNMENT

Chair Smith acknowledged that the meeting was held on the territory of the Coast Salish First Nations.

By general consent, the meeting adjourned at 1:43 p.m.

Risa Smith, Chair

Certified Correct:

Corlynn Strachan, Administrative Assistant/Recorder



Follow Up Action Report

Trust Conservancy Board

24-Sep-2010

Activity	Responsibility	Dates	Status
1 Staff to work with landowners to clarify wording of Cunningham Covenant (Salt Spring) regarding vegetation removal, while maintaining conservation as a priority.	Jemma Green Kate Emmings	Target: 15-Dec-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: 15-Dec-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

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 Kate Emmings	Target: 31-Jul-2023	Completed

30-May-2023

Activity	Responsibility	Dates	Status
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Follow Up Action Report

Trust Conservancy Board

30-May-2023

Activity	Responsibility	Dates	Status
1 Staff to prepare an ITC Budget request, including the following items, and to return to the ITC Board for review in July: - Inclusion of Species at Risk Program grant commitments, totaling \$220,000; - An increase to the property management budget of \$6,210 to reflect new nature reserves and covenants; - An increase to the travel budget of approximately \$1,000 to accommodate additional travel needs for newly acquired remote covenants; - Consideration of further increases to the budget to accommodate increasing property management needs; and, - Development of a business case for the second year of First Nations engagement associated with development of the 2026-2030 ITC Five-Year Plan.	Kate Emmings	Target: 03-Oct-2023	Completed
2 Staff to consider discussion of the Board regarding S'ul-hween X'pey (Elder Cedar) Nature Reserve and return to the Board with recommendations including a legal opinion about options related to ITC liability and risk management for property management and that staff develop communications to the Gabriola Community in conversation with trustees Yates and Elliott.	Kate Emmings Nuala Murphy	Target: 03-Oct-2023	Completed

Follow Up Action Report

Trust Conservancy Board

30-May-2023

Activity	Responsibility	Dates	Status
3 Staff to conduct an analysis of property management needs relative to available staff hours and return to the Board with a summary of the analysis and available options.	Clare Frater Kate Emmings	Target: 03-Oct-2023	In Progress

18-Jul-2023

Activity	Responsibility	Dates	Status
1 Staff to defer the Ruby Alton Management Plan approval until the October 3, 2023 ITC Board meeting.	Nuala Murphy	Target: 03-Oct-2023	In Progress
2 Staff to schedule a Special Meeting of the Islands Trust Conservancy Board for August 29, 2023 as an electronic meeting with the Victoria office boardroom as the public meeting location.	Corlynn Strachan Kate Emmings	Target: 29-Aug-2023	Completed
3 Staff to schedule the October 3, 2023 electronic meeting as an in person meeting with the Victoria office boardroom as the public meeting location.	Corlynn Strachan Kate Emmings	Target: 03-Oct-2023	Completed
4 Staff and Chair Smith to amend resolutions ITC-2022-017, ITC-2022-018 and ITC-2022-045 to replace the word "Chair" with "Chair or delegate", to allow Chair Adams to sign legal documents for covenant registration.	Corlynn Strachan Kate Emmings Risa Smith	Target: 21-Aug-2023	Completed
5 Consideration of an invitation to the Executive Committee to continue discussions from the ITC Board/Executive Committee Liaison meeting.	Clare Frater Kate Emmings Risa Smith	Target: 03-Oct-2023	Completed



Follow Up Action Report

Trust Conservancy Board

29-Aug-2023

Activity	Responsibility	Dates	Status
1 6.1.1 2022/23 Audited Financial Statements - Request for Decision Staff to amend the 2022/23 fiscal year Audited Financial Statements and refer the statements to Islands Trust Council for information. (see minutes and edits from Julia in Kate's email dated August 28, 2023)	Julia Mobbs Kate Emmings	Target: 13-Sep-2023	Completed



REQUEST FOR DECISION

To: ITC Board

For the Meeting of: October 3, 2023

From: Staff

Date Prepared: September 24, 2023

SUBJECT: ITC 2024/25 Budget Submission

RECOMMENDATIONS:

- 1) That the Islands Trust Conservancy Board approve the draft 2024/25 ITC Budget as presented and direct staff to provide it to the Director of Administrative Services and the Director of Trust Area Services for inclusion in the Islands Trust draft 2024/25 budget.
- 2) That the Islands Trust Conservancy Board submit the business case for First Nations Engagement associated with development of the 2026-2030 ITC Five-Year Plan to Financial Planning Committee and the Islands Trust Council.
- 3) That the Islands Trust Conservancy Board indicate to Financial Planning Committee and the Islands Trust Council that it is supportive of increased staff capacity for Geographical Information Systems (GIS) in the Trust Council budget as low GIS capacity is impacting the work of the Islands Trust Conservancy.
- 4) That the Islands Trust Conservancy (ITC) Board indicate to Financial Planning Committee that it is preparing a business case for increased ITC staffing due to growth of ITC managed conservation areas.

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- 1 **PURPOSE:** To direct staff regarding preparation of the 2024/25 Islands Trust Conservancy (ITC) Budget submission.

BACKGROUND:

At its May 2023 meeting, the ITC Board discussed the 2024/25 budget needs of the ITC and passed the following resolution:

ITC-2023-018

It was MOVED and SECONDED,

that the Islands Trust Conservancy (ITC) Board direct staff to prepare an ITC Budget request, including the following items, and to return to the ITC Board for review in July:

- *Inclusion of Species at Risk Program grant commitments, totaling \$220,000;*
- *An increase to the property management budget of \$6,210 to reflect new nature reserves and covenants;*
- *An increase to the travel budget of approximately \$1,000 to accommodate additional travel needs for newly acquired remote covenants;*
- *Consideration of further increases to the budget to accommodate increasing property management needs; and,*
- *Development of a business case for the second year of First Nations engagement associated with development of the 2026-2030 ITC Five-Year Plan.*

CARRIED

The ITC Manager has prepared a budget (Table 1) and has incorporated Board requests. Upon review of property management needs with ITC staff, the ITC Manager found that many limitations to property management work are occurring because of limits in Geographical Information Systems (GIS) resources. As a result, staff are recommending that the ITC Board indicate its support for increases to staff capacity in Islands Trust Information Systems to the Financial Planning Committee (FPC) and to Islands Trust Council.

Additional changes to the budget request, not noted in the ITC Board resolution are as follows:

- Addition of \$5,000 for contract services to assist with property management administration;
- Addition of a "Safety" line to reflect use of tracking devices for staff working in remote areas;
- An increase to board meeting expenses to allow for two in person meetings in a year; and,
- Further, small increases to travel and legal budgets.

A business case for First Nations engagement associated with development of the 2026-2030 ITC Five-Year Plan has also been prepared and is attached.

Table 1. Proposed Islands Trust Conservancy 2024/25 budget request.

	2023/24	2024/25			Increase/Decrease from 2023/24	
Description	TOTAL BUDGET (Approved)	Islands Trust contribution (tax requisition)	SAR grant contribution	TOTAL BUDGET	\$ Change	% Change
Communications	18,000	12,500	5,500	18,000	0	0.0%
FOI & Records Management	2,500	5,000	0	5,000	2,500	100.0%
Subscriptions	400	400	0	400	0	0.0%
Memberships	1800	1,800	0	1,800	0	0.0%
Board Honoraria	7,000	7,000	0	7,000	0	0.0%
Board Meeting Expense	1,425	2,850	0	2,850	1,425	100.0%
Board Training and Conferences	1,600	1,600	0	1,600	0	0.0%
Property Management	159,930	111,140	55,000	166,140	6,210	6.1%
Safety		1,200	0	1,200	1,200	100.0%
Conservation Planning and Land Securement	26,550	11,550	15,000	26,550	0	0.0%
Ecosystem Mapping	18,000	13,800	4,200	18,000	0	0.0%
Legal	20,000	22,000	0	22,000	2,000	10.0%
Mobile Devices	3,290	3,290	0	3,290	0	0.0%
Training and Conferences	4,200	4,200	0	4,200	0	0.0%
Travel for Training	2,500	2,500	300	2,800	300	12.0%
Travel	20,000	15,000	6,500	21,500	1,500	10.0%
Project: ITC Plan First Nations Engagement	1,0000	10,000	8,000	18,000	8,000	80.0%
TOTAL Direct ITC Costs	297,195	225,830	94,500	320,330	23,135	7.8%

Property Management Capacity

At its May 2023 meeting, the ITC Board also passed the following resolution:

ITC-2023-019

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board direct staff to conduct an analysis of property management needs relative to available staff hours and return to the Board with a summary of the analysis and available options.

CARRIED

ITC continues to grow its network of protected areas and are nearing the limit of property management staff capacity. Staff will conduct further analysis of property management needs and will return to the Board with options to address growing staff capacity limits. Staff have included a \$108,000 in the draft budget as a placeholder amount which will be revised once the board has reviewed options and made a financial request by resolution.

2 IMPLICATIONS OF RECOMMENDATION:

ORGANIZATIONAL: Provision of budget information to FPC and Trust Council will be accomplished within existing staff resources.

FINANCIAL: The anticipated increase to the Islands Trust contributions to the ITC work is anticipated to be a minimum of \$23,135; however, potential increases to ITC staff or other budget areas for increased property management capacity may result in a further budget increase of \$105,000 to \$125,000.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: ITC staff will forward budget requests to FPC and Trust Council and will continue work towards an analysis of property management needs relative to available staff hours as requested in resolution ITC-2023-019.

FIRST NATIONS: The property management budget and Species at Risk funding provide for costs associated with Indigenous Knowledge Holder expertise and a special budget item for First Nations engagement for the development of the 2026-2030 ITC Plan will augment funding to First Nations for engagement with the ITC.

CLIMATE CHANGE: Work of the Islands Trust Conservancy, as supported by the budget allocations from Trust Council, provides natural climate solutions to climate change. See <https://www.iucn.org/news/world-commission-protected-areas/202105/natural-climate-solutions> for details on natural climate solutions.

OTHER: None.

3 RELEVANT POLICY(S): [6.3.1 Budget Process](#)

4 ATTACHMENT(S): Business Case: ITC Plan, First Nations Engagement Project

RESPONSE OPTIONS

Recommendations:

- 1) That the Islands Trust Conservancy Board approve the draft 2024/25 ITC Budget as presented and direct staff to provide it to the Director of Administrative Services and the Director of Trust Area Services for inclusion in the Islands Trust draft 2024/25 budget.

- 2) That the Islands Trust Conservancy Board submit the business case for First Nations Engagement associated with development of the 2026-2030 ITC Five-Year Plan to Financial Planning Committee and the Islands Trust Council.
- 3) That the Islands Trust Conservancy Board indicate to Financial Planning Committee and the Islands Trust Council that it is supportive of increased staff capacity for Geographical Information Systems (GIS) in the Trust Council budget as low GIS capacity is impacting the work of the Islands Trust Conservancy.
- 4) That the Islands Trust Conservancy (ITC) Board indicate to Financial Planning Committee that it is preparing a business case for increased ITC staffing due to growth of ITC managed conservation areas.

Alternatives:

- 1) That the Islands Trust Conservancy Board approve the draft 2024/25 ITC Budget as presented with the following amendments:
 - *[insert amendments]*and direct staff to provide it to the Director of Administrative Services and the Director of Trust Area Services for inclusion in the Islands Trust draft 2024/25 budget.
- 2) That the Islands Trust Conservancy Board submit the business case for First Nations Engagement associated with development of the 2026-2030 ITC Five-Year Plan with the following amendments:
 - *[insert amendments]*to Financial Planning Committee and the Islands Trust Council.

Prepared By: Kate Emmings, Manager, Islands Trust Conservancy

Reviewed By: Clare Frater, Director, Trust Area Services / September 25, 2023



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

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

TO BE COMPLETED BY INITIATOR

Initiated by (name, title): Islands Trust Conservancy Board	<u>Budget Source</u> (select all that apply): ☐ Specific Project Funding (select all that apply) ☐ Third Party Contractors ☐ Staff Travel Expense ☐ Staff Overtime Expense ☐ New Staff Member – Temporary for project ☐ Computer Hardware/Software ☐ Furniture & Equipment ☐ Computer Hardware/Software/Supplies ☐ New Staff Resources (see Staff Costing Tool) ☐ Permanent ☐ Temporary Temp Duration: _____ ☒ Other – please describe: <u>Capacity Funding: First Nations review and engagement, ITC Plan</u>
Business Area: Islands Trust Conservancy	
Name of Request: Islands Trust Conservancy (ITC) Plan: First Nations Engagement Project - \$18,000 (\$10,000 from Trust Council, \$8,000 from Species at Risk funding)	
Date of Funding Request Submission: October 3, 2023	Funding Required for (date range): April 1, 2024 – March 31, 2025
ISSUE/OPPORTUNITY: Islands Trust Conservancy (ITC) will begin development of the 2026-2030 ITC Plan in 2024 and the ITC Board is seeking continued capacity funding to support First Nations engagement in the early development of the ITC Plan. The ITC Plan is a requirement of the <i>Islands Trust Act</i> and must be developed at least every five years for approval by the Minister of Municipal Affairs. It must include policies on land acquisition and disposal, and management of financial assets. Many First Nations in the Islands Trust Area have expressed frustration with being brought into Islands Trust engagement processes late in the development of an initiative. First Nations have also communicated the challenges inherent in the fast turnarounds required in engagement processes. Providing capacity funding to assist First Nations with early and meaningful engagement in development of the ITC Plan will put the ITC Reconciliation Declaration into practice.	

ITC Reconciliation Declaration

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

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

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

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

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

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

Objectives:

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

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

PROJECTED RESULTS/DELIVERABLES:

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

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

RISK ASSESSMENT:

Risk Factor	Mitigation
Low First Nations participation in ITC Plan engagement	ITC will begin the engagement in the 2023/24 fiscal year and additional funding will extend the engagement period into 2024/25. ITC also intends to request that any unspent funds from 2023/24 (\$10,000 budgeted) carry forward into the next budget year, to continue First Nations engagement. In the event that there is low uptake from First Nations, ITC will include a description of engagement efforts in the briefing to the Minister and will do an evaluation of its work to engage First Nations to inform future efforts.
High First Nations participation in ITC Plan engagement	Through this funding request, ITC will extend the engagement period into 2024/25, providing a longer engagement timeline.
Limited/no support from Provincial ministries (Municipal Affairs and	ITC has not received approval from the Minister of Municipal Affairs (MAH) of its interim ITC Plan (2023-2025) and has delayed First Nations engagement for 2023/24 pending further information. As the Board awaits input from the Province, it may delay initiation of engagement if the relevant Provincial

Indigenous Relations and Reconciliation)	ministries are not available to provide guidance. Given that the ITC Plan requires approval from the Minister of Municipal Affairs (MAH), ITC anticipates that MAH will agree to work with the ITC on First Nations engagement. ITC will engage MAH early in the process to determine a reasonable timeline for MAH staff.
ALTERNATIVES CONSIDERED: <u>Option 1 Fully Funded First Nations Engagement (\$10,000 from Trust Council budget)</u> Option 1 provides the desired funding level and is recommended. This option shows commitment towards engagement of First Nations and supports the ITC Regional Conservation Plan goals and objectives as well as the ITC Reconciliation Declaration. <u>Option 2: Status Quo</u> ITC proceeds with development of the 2026-2030 ITC Plan with early engagement of First Nations within the existing budget. This option is not preferred as it is anticipated that this is not sufficient capacity funding to support meaningful First Nations engagement. This may result in a limited ability to participate and this may damage relationships and delay/jeopardize approval of a new Plan. It may also be that the Minister of Municipal Affairs requires some level of First Nations engagement in order to approve the next ITC Plan. ITC staff will share any news from the Minister as soon as it is available.	
CRITICAL SUCCESS FACTORS: The following factors are important to success. The most critical of these is factor 4, availability of ITC Manager. The ITC Manager position is already at full capacity, and workload will need to be adjusted to enable this work. In the event that the ITC Manager time is unexpectedly diverted to other needs or if workload cannot be adjusted, the project will need to be delayed. Other factors can be mitigated as described above in the risk assessment. 1) Support from Islands Trust Senior Indigenous Relations Advisor; 2) Engagement of Ministry of Municipal Affairs in development of First Nations communications; 3) Guidance from Ministry of Indigenous Relations and Reconciliation with respect to appropriate contacts with First Nations and engagement language; and, 4) Availability of ITC Manager to manage the project.	
RECOMMENDED OPTION: Option 1 is recommended because it: 1) Shows meaningful commitment to the ITC Reconciliation Declaration; and, 2) Meets the second goal of the ITC Regional Conservation Plan, including satisfying objectives to amend policies, procedures and plans to include consideration of First Nations and to collaborate with Islands Trust to source funds and finance added capacity for First Nations collaboration	
COST/BENEFIT ANALYSIS: <u>Quantitative Analysis:</u> The recommended option will require a \$10,000 budget commitment for 2023/24 from Trust Council. Species at Risk funding will top up the project by up to \$8,000, providing a total project budget of \$18,000. <u>Qualitative Analysis:</u> The recommended option will yield qualitative benefits in the development of relationships with First Nations in the Islands Trust Area. ITC hopes that this will lead to progress in Reconciliation, including improved policies on land acquisition/disposal and land management.	

PURCHASING PROCEDURE:

ITC will offer a set amount for each First Nation for capacity funding. This amount will be directly awarded to First Nations who are able to participate in engagement.

PROPOSED IMPLEMENTATION STRATEGY:

ITC will:

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

STAFF RESOURCING:

This initiative will be accomplished with existing staff resources. If the engagement is successful, it is anticipated that it will require approximately seventy hours of the ITC Manager time over the course of the 2024/25 fiscal year for project management and twenty hours each for the Trust Area Services Director, ITC Ecosystem Protection Specialist, Property Management Specialist, Covenant Management and Outreach Specialist and Species at Risk Program Coordinator. ITC Administrative Assistant support will also be required to manage correspondence and filing; this is anticipated at under ten hours over the course of the project. ITC would also benefit from support from the Islands Trust Senior Indigenous Relations Advisor (SIRA). ITC Manager will work with the Directory of TAS to determine appropriate time allocation of the SIRA. Improving First Nations engagement and working with First Nations in areas of mutual interest is currently an anticipated part of ITC work programs and is a goal of the Regional Conservation Plan.

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION:

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

Kate Emmings, Manager, Islands Trust Conservancy

Initiator Name, Title

September 25, 2023

Date

Clare Frater, Director, Trust Area Services

Reviewed by Department Lead: Name, Title

September 26, 2023

Date

REVIEWED BY ISLANDS TRUST CONSERVANCY (ITC) BOARD:

Date received: October 3, 2023

Accepted by ITC Board: ☐ YES ☐ NO

Next steps:

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



REQUEST FOR DECISION

To: ITC Board **For the Meeting of:** October 3, 2023
From: Staff **Date Prepared:** September 22, 2023
SUBJECT: Board attendance at the LTABC Land Trust Summit, November 6-8, 2023

RECOMMENDATION: That the Islands Trust Conservancy Board fund trustee(s) _____ to attend the Land Trust Alliance of BC Land Trust Summit from November 6-8, 2023.

- 1 **PURPOSE:** To seek ITC Board direction about which trustees should be funded by Islands Trust Conservancy to attend the Land Trust Alliance of BC (LTABC) Land Trust Summit in Victoria from November 6-8, 2023.

BACKGROUND:

In September, ITC staff sent out an email to Islands Trust Conservancy trustees inviting expressions of interest to attend the LTABC Land Trust Summit. By the October 3 meeting deadline, board member Charles Kahn expressed an interest in attending.

The LTABC Land Summit offers a variety of training opportunities for land trusts. The 2023 Land Summit program includes:

- Engagement Organizing for Land Trusts
- In-depth training about land appraisals
- Development of monthly giving programs
- Working with donors
- Engaging with Indigenous communities
- Bringing Indigenous culture to your land trust
- A presentation from the newly formed W̱SÁ NEĆ Lands Trust Society
- Working with US land owners
- Engaging with municipalities
- Conservation covenant trends, risks and successes

The LTABC Land Summit will also offer opportunities to engage with other land trusts.

2 **IMPLICATIONS OF RECOMMENDATION**

ORGANIZATIONAL: Attendance at this conference is an opportunity for trustees to learn from the speakers and to meet others who could be partners in preserving and protecting the Islands Trust Area. ITC will be sending at least one staff member.

FINANCIAL: The cost of attending the conference is \$399. The cost includes two breakfasts, one dinner, and one lunch. Additional meal allowances (2 lunches and one dinner) will be \$112 per attendee. Accommodation costs are \$199/night for the conference hotel if booked by September 29. Fully funded attendance will range between \$1,000 and \$1,500 per trustee. The ITC has a Board training budget of \$1,600 for 2023/34, but the Board could consider overspending the

training budget provided there is corresponding underspending elsewhere. Regular registration is open until October 6, 2023.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: Staff will assist the selected trustees with conference registration and travel planning.

FIRST NATIONS: The LTABC Land Summit will have learning streams related to engaging with First Nations and includes a presentation from a newly formed Indigenous land trust that is working in the Islands Trust Area.

CLIMATE CHANGE: None.

OTHER: ITC staff will also be in attendance at the LTABC Land Summit.

3 **RELEVANT POLICY(S):**

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

4 **ATTACHMENT(S):** LTABC Land Summit Program Overview

RESPONSE OPTIONS

Recommendation: That the Islands Trust Conservancy Board fund trustee(s) _____ to attend the Land Trust Alliance of BC Land Trust Summit from November 6-8, 2023.

Alternatives:

- 1) That the Islands Trust Conservancy fund up to \$_____ per trustee to attend the Land Trust Alliance of BC Land Trust Summit from November 6-8, 2023.
 - 2) That the Islands Trust Conservancy decline to fund trustees to attend the Land Trust Alliance of BC Land Trust Summit.
-

Prepared By: Kate Emmings, Manager, Islands Trust Conservancy

**NEW:
Welcome
Dinner now
included!**



**Keynote
Speaker
Announced!**

**Hotel Room
Conference
Rate Extended
to Sept 29!**

BC LAND TRUST SUMMIT 2023 *A Legacy of Conservation*

NOVEMBER 6 to 8 2023

Inn at Laurel Point | 680 Montreal Street | Victoria BC

Registration

**Register and pay before
October 6, 2023** to secure
your spot. Space is limited
so register soon!

Please complete the attached
registration form and return it by
e-mail to devofficer@ltabc.ca.
Payments may be made by cheque,
e-transfer or credit card (contact
devofficer@ltabc.ca or 250-590-1921
to discuss payment options).



The Venue

LTABC is pleased to
be hosting our 2023
Summit at the Inn at
Laurel Point!

For more information about the Inn and
its amenities, check out their website:
www.laurelpoint.com

*The conference rate applies November 3 to 10,
based on availability in the group rate category.

Accommodation

Rooms are being held
at the Inn at Laurel Point
for a conference rate of
\$199 per night* based
on single or double occupancy.
Reserve before **September 29**
2023 by contacting the hotel at **250-
386-8721** or **1 800-663-7667** (Toll Free),
reservations@laurelpoint.com
(quote Land Trust Alliance of BC).



If you are interested in sharing a room,
we will try to match you with another
registrant. Email devofficer@ltabc.ca.

REGISTER BEFORE OCTOBER 6!

Pricing

LAND TRUST MEMBERS

\$399*

INCLUDES ~

- All Workshops, All Materials
- 2 Breakfasts, 1 Lunch, 1 Dinner
- All Breaks and more!

ASSOCIATE MEMBERS

\$449*

NON-MEMBERS

\$499*

* Registrations after October 6
will incur a \$50 late charge.



Featured Speaker

Harvey McKinnon

President, Harvey McKinnon Associates

Harvey is recognized as one of North America's leading fundraising experts. He is the author of five acclaimed books, and is the co-author of the #1 international best-seller *The Power of Giving: How Giving Back Enriches Us All*. It won the Nautilus Gold Award for books on social change and the book was also one of Amazon's Best Books of the Year.

Harvey is considered a world leader on monthly giving. He has written two books *Hidden Gold* and his latest book *How to Create Lifelong Donors Through Monthly Giving*, released in 2020.

He is a highly rated trainer and has taught fundraising to thousands of non-profit staff. A frequent speaker at conferences including: the AFP International (where he was tied for the highest rated out of over 100 speakers).



Preliminary Program*

*SUBJECT TO CHANGE

MONDAY NOVEMBER 6

PRE-CONFERENCE WORKSHOP

ENGAGEMENT ORGANIZING FOR LAND TRUSTS

9:30 to 11:30 am

Renata Woodward, Executive Director of the Alliance of Canadian Land Trust and EO Facilitator will lead this two-hour session showcasing examples from Ontario's recent Engagement Organizing pilot program.

Participants will learn how to share leadership and develop your land trust into a thriving non-profit.

Land trust members: **free (must pre-register)**
Non land trusts: **\$69 pp**

1:30 pm

Indigenous Greeting and Opening Remarks: **LTABC Board Chair Tim Ennis will present an update on ACLT's Indigenous Engagement Committee.**

2 to 5 pm (Sponsored by REFBC)

Presentation: **Eryn Rogers and Joni Olsen discuss the formation and successes of BC's newest land trust, WSÁNEĆ Lands Trust Society.**
Panel discussion: **Members of Habitat Acquisition Trust, Valhalla Foundation for Ecology and The Land Conservancy of BC will discuss how their land trusts engage with Indigenous communities.**

Speaker: **Bringing Indigenous culture & governance to your land trust.**

6:30 pm

WELCOME DINNER AND KEYNOTE SPEAKER (invited)

Land trust members and non-members: **included!**

TUESDAY NOVEMBER 7

8 to 9 am

LIGHT BREAKFAST

9 am to 12 noon

- ☐ Presentation A: **Environment & Climate Change Canada lead an in-depth session on appraisals.**
OR
- ☐ Presentation B: **Developing your monthly giving program to create a sustainable and vibrant land trust with Harvey McKinnon.**

12 noon

LUNCH

1:30 to 3 pm

- ☐ Presentation C: **11 questions every donor asks! with Harvey McKinnon.**
OR
- ☐ Presentation D: **Katie Blake from American Friends of Canadian Conservation presents: How your land trust can work with American land owners.**

3:15 to 4 pm

Hear about the success of the Land Trust Conservation Fund and the national initiatives of the Alliance of Canadian Land Trusts.

FREE EVENING TO EXPLORE!



Keynote Speaker

The Honourable Nathan Cullen

Minister of Water, Land and Resource Stewardship, Province of British Columbia

Nathan Cullen was elected MLA for Stikine in the 2020 provincial general election and is Minister of Water, Land and Resource Stewardship. He previously served as Minister of State for Lands and Natural Resource Operations, as Chair of the Environment and Land Use Committee and a member of the Cabinet Committee on Economy. Nathan proudly served as Member of Parliament for the riding of Skeena-Bulkley Valley for 15 years, from 2004 to 2019.

WEDNESDAY NOVEMBER 8

8 to 9 am

LIGHT BREAKFAST

9 am to 12 noon

- ☐ Presentation E: **Municipal Conservation: ECCC has asked conservation groups from across Canada to engage Municipalities in land conservation as we move towards 30 x 30.**
 - Renata Woodward, ACLT
 - Nature BC
 - Paul McNair, LTABC
- OR
- ☐ Presentation F: **Covenants: Panel presentation on trends, risks and successes with covenants. Justin Thompson, Southern Alberta Land Trust, will discuss financial incentives and easements.**

12 noon

CLOSING REMARKS

THANKS TO OUR SPONSORS

Land Trust Conservation Fund: Capacity Building

Province of British Columbia: Gaming Branch

MONDAY AFTERNOON~



201-569 Johnson Street, Victoria, BC V8W 1M2
250-590-1921 | ltabc.ca

LTABC 2023 BC Land Trust Summit Registration Form UPDATED

INN AT LAUREL POINT | 680 Montreal Street, Victoria BC | Mon Nov 6 – Wed Nov 8, 2023

First Name:		Last Name:	
Land Trust / Organization:			
Address:			
City:		Province:	
		Postal Code:	
Email:		Phone Number:	

Rate until October 6, 2023: ☐ LTABC Land Trust Member \$399 ☐ LTABC Associate Member \$449 ☐ Non-Member \$499 ☐ Pre-Conf Workshop LTABC Member free* ☐ Pre-Conf Workshop Non-Member \$69 ☐ Dinner and Keynote included! ☐ Please add \$50 late fee after Oct 6/23 * Pre-Registration Required	Please Indicate Any Special Dietary Requirements: _____ _____ _____ ☐ Please check if you have a disability
--	---

Presentations (please state your preference for each time segment):

Nov 7, 9 am-12 noon

_____ A – ECCC session on appraisals

B – Monthly giving program

Nov 7, 1:30-3 pm

___ **C** – 11 questions every donor asks

D – *Working with American land owners

*LTCF success & ALCT initiatives moves to 3:15-4 pm

Nov 8, 9 am-12 noon

___ E – Municipal conservation

F – Covenants

Registration Total: \$	
___ CHEQUE ENCLOSED ___ VISA ___ MASTERCARD	
CARD #:	EXPIRY ___ / ___
NAME ON CARD:	SIGNATURE:
VERIFICATION CODE (3 DIGITS ON BACK):	BILLING ADDRESS POSTAL CODE:

REGISTRATION: please complete and email to devofficer@ltabc.ca or mail to

LTABC 201-569 Johnson Street, Victoria BC V8W 1M2 | 250-590-1921

NO REFUNDS AFTER OCTOBER 6, 2023. BEFORE OCTOBER 6, REFUNDS SUBJECT TO A \$100 ADMINISTRATIVE FEE.

SPACE IS LIMITED. PRIORITY TO REGISTRANTS FROM LAND TRUSTS AND THOSE REGISTERING BEFORE OCTOBER 6, 2023.



BRIEFING

To: ITC Board **For the Meeting of:** October 3, 2023
From: Staff **Date Prepared:** September 25, 2023
SUBJECT: Species at Risk SAR Program Mid-term Evaluation

PURPOSE: To provide the Islands Trust Conservancy (ITC) Board with information from the Species at Risk (SAR) Program Mid-term Evaluation.

BACKGROUND:

The mid-term program evaluation (2023) consisted of a series of interviews with ITC and Islands Trust (IT) staff, Environment and Climate Change Canada (ECCC, the project funders), the Canadian Wildlife Service (CWS), and staff from the Howe Sound Biosphere Region Initiative Society (HSBRIS). Local conservancies were also given the opportunity to respond to an online survey to provide input on the ITC SAR Program.

Respondents provided valuable feedback on the SAR Program. The comments and suggestions in this report are summary of the ideas and thoughts of the respondents, provided for the ITC's consideration as they continue the implementation of this program.

WHAT'S WORKING WELL

- The funder (ECCC) is very satisfied. They expressed confidence in ITC staff, their ability to deliver the program and to be good managers of the Priority Places funding.
- SAR Program has advanced the ITC's ability to be more proactive in both species management and ecosystem management.
- starting to build a community of practice for SAR research and restoration work will have long-lasting benefits throughout the Salish Sea
- Funding contributes to other pillars of ITC, e.g., land transfer and covenant agreements, legal work, land surveys, and appraisals.
- Program has expanded knowledge of SAR distribution in our region
- Helping to raise ITC's profile – the new website page and resources are a great start at the engagement and outreach (see <https://islandstrust.bc.ca/conservancy/species-at-risk/>)

POTENTIAL IMPROVEMENTS

- Form an Advisory Panel to enhance program structure and to set strategic, well-informed priorities for management of SAR on ITC protected lands
- Enhanced and structured communication of the SAR Program Plan is desired
- Program could provide a single, reliable data source of information about SAR and critical habitat in the region

CHALLENGES

- Annual ECCC reporting and ITC year end fall during the busiest SAR Program time (early spring)
- Continuity is fundamental to SAR surveying and monitoring.
- Access to data from other jurisdictions is a challenge. It is hard to collect data on private land.
- Outreach is important but events take a lot of time to manage

- Funds for land management, SAR inventories (except for broader conservation planning) and acquisition are limited to ITC-protected lands only (do not apply to the islands as-a whole)
- ITC should consider how to maintain progress if funding is less available. What is the plan to keep the key pieces of the projects (the species / the ecosystems) that matter the most? How does the program keep running with less funds?

FUTURE OPPORTUNITIES

- Species work could be a regional undertaking. For example, contracting a herpetologist to work with each conservancy, to grow knowledge on herpetology across all island conservancies
- Train and encourage local conservancies and naturalist groups to submit SAR data to federal and provincial data banks
- Acquire additional ECCC funding available to support a regional biologist on the IT team for planners and bylaw

ATTACHMENT(S):

1. Species at Risk SAR Program Mid-term Evaluation, March 2023

FOLLOW-UP: The ITC SAR Program Coordinator recently resigned and follow up on the Species at Risk SAR Program Mid-term Evaluation will be paused until a new SAR Program Coordinator is hired. ITC Staff will provide the Species at Risk SAR Program Mid-term Evaluation to the new SAR Program Coordinator to inform future directions of the SAR Program.

Prepared By: Wendy Tyrell, SAR Program Coordinator and Kate Emmings, Manager, Islands Trust Conservancy

Islands Trust Conservancy
Species at Risk Program

Mid-term Evaluation
March 2023

Contents

Purpose	1
Summary	2
Comments Beyond the Scope of the ITC SAR Program	6

*Thank you to everyone who participated in the
interviews and surveys!
Wendy, Rachel and Judith*

This document was prepared by JCA Judith Cullington & Associates (Rachel Buskie and Judith Cullington) on behalf of the Islands Trust Conservancy.

Cover Photo: Deltoid Balsamroot © Judith Cullington

The Islands Trust Conservancy

Species at Risk Program

Mid-term Evaluation March 2023

Purpose

The Islands Trust Conservancy (ITC) Species at Risk (SAR) Program aims to enhance partnerships with those working with species and ecosystems at risk, and cultural species and ecosystems of significance.

This six-year program is funded through Environment Canada and Climate Change Canada's Nature Fund, Species at Risk Stream for Priority Places.

Some of the SAR projects on ITC protected lands enabled through this new funding include:

-  Partnering with local island conservancies on SAR projects
-  Strategic SAR outreach activities
-  Surveying for SAR and critical habitat
-  Restoring SAR habitat and installing habitat structures, and
-  Invasive plant management in SAR critical habitat

This report summarises the outcome of a mid-term program evaluation, to identify:

-  What is working well / not so well to date
-  Any gaps and missing elements
-  Ways the SAR program can improve support to partners
-  Opportunities to be more proactive with the SAR program and outreach

The mid-term program evaluation (2023) consisted of a series of interviews with ITC and Islands Trust (IT) staff, Environment and Climate Change Canada (ECCC, the project funders), the Canadian Wildlife Service (CWS), and staff from the Howe Sound Biosphere Region Initiative Society (HSBRIS). Local conservancies were also given the opportunity to respond to an online survey to provide input on the ITC SAR Program.

Respondents provided valuable feedback on the SAR Program. The comments and suggestions in this document are the ideas and thoughts of the respondents, provided for the ITC's consideration as they continue the implementation of this program.

In addition, there were several comments that are beyond the scope of the SAR Program, but nonetheless provide valuable information. These comments have been captured separately in the summary.

Summary

What is working well

Respondents were overall very pleased with the SAR Program.

- 👉 The funder (ECCC) is really happy and expresses confidence in ITC staff, their ability to deliver the program and to be good managers of their funds.
- 👉 Both ECCC & CWS are very satisfied.
 - They appreciate that ITC is taking this time to undertake a mid-program evaluation.
 - ITC is meeting and exceeding the requirements of the contract and there are no concerns with ITC meeting anything written into the agreement.
 - They appreciate that reporting is prompt, timely, very detailed and fulsome on how things have been going.
 - They see the hiring of a dedicated coordinator as a very positive step forward. The SAR Coordinator can give full attention to the SAR program and this full-time role and the organizational abilities and enthusiasm of current staff makes this a success.
 - ITC is involved in many partnerships around the region, and their collaborative approach is welcome.
- 👉 Overall, IT / ITC management is supportive of the program and very proud of it.
 - The ITC SAR Team is an extraordinary, capable team, who are doing a great job, delivering a lot with a very small staff.
 - Despite high workloads, team morale is high.
 - The Program has advanced the ITC's ability to be more proactive in both species management and ecosystem management.
 - The SAR Program is starting to build a community of practice.
 - The SAR Program has helped to raise the profile of IT/ITC.
 - Funding for the summer co-op student program augments staff capacity.
 - The new website page and resources are a great start at the engagement and outreach components.
 - Finance is now equipped with a system that is working well, tracking the grant monies to create a quarterly invoice. The first year was a bit chaotic, but more recent years have been much better.
- 👉 The SAR Coordinator is doing a great job.

- She is very prompt, doing all the tasks required, and more.
- It has been of great benefit to have a colleague whose focus is on SAR, to whom other staff can turn for expertise and input when needed.

 There are multiple benefits from the SAR program:

- It raises the profile of SAR.
- It enables evaluations of SAR distributions that were previously unknown.
- It is very useful for outreach and storytelling.
- It has helped with building partnerships.
- There are many inventory projects underway each year, a necessary component of monitoring and management. Lack of updated information about SAR in the past has hampered management and protection efforts and this component of the SAR Program is progressing very well.
- Creation of a strong community of practice for SAR research and restoration work will have long-lasting benefits throughout BC's south coast and into adjacent US areas of the Salish Sea.
- This big boost in capacity assists ITC in achieving the other aspects of their work, e.g., land transfer and covenant agreements, legal work, surveys, and appraisals.

Gaps and Missing Elements

Respondents provided the following suggestions.

 Strategic approach:

- ITC oversees a large number of protected areas. A strategic plan would help ITC to identify goals and what funds to use for each project.
- The Program would benefit from more extensive prioritization exercise, perhaps an Advisory Panel or Committee to help give the program structure and to set priorities.
- A bigger picture look at how to serve the wider organizational goals and strategies would help to align SAR priorities with ITC's strategic goals.

 Finance and administration:

- Tracking matching funds is difficult and ITC needs to improve its ability to track the matching component of other contracts and other expenses.
- It is a challenge to complete reporting in March/April. This is a busy time of year and biologists need to get out in the field.
- The contracting process internal to ITC is set up to be transparent and fair, but it involves lots of paperwork and the insurance requirements can get cumbersome.

 Communications:

- There is a need for improved internal ITC communications.
 - More structured communication on the program would be helpful.

- There is also a need for a wider ITC communication strategy, both internal and external.
- A holistic outreach and engagement plan would be helpful.
 - Some conservancies have low awareness of the program.

Supporting tools:

- The tools ITC uses can be cumbersome. For example, the email marketing tool is unwieldy.

Data and Monitoring:

- Access to data from other jurisdictions is a challenge. It is hard to collect data on private land.
- With very little data, ITC has not been able to undertake any data analysis.
- Improved knowledge of presence of SAR and/or available habitat is an essential component of effective conservation planning and action in the region; early discussions both internally and with partners revealed the need to create a single, reliable data source of information about SAR populations and habitat.

Staff roles:

- The base systems are in place, but there is a need for more clarity around roles, how the five strategies fit the ITC workplan, and who is working on what piece to avoid duplication.

Limiting Factors for the SAR Program:

Data:

- There are knowledge gaps and a lack of data on the properties ITC manages.
- There is no data sharing agreement in place with covenant landowners. Without the landowner's permission, ITC cannot share the data collected with the province, so the provincial-level data on SAR are incomplete. These agreements are landowner must be between a landowner and ITC and cannot be broadly incorporated into covenants without agreement from landowners when property changes hands.
- The program has been struggling to balance data security / privacy concerns with the broader need for these data across the region. Some of these issues can only be resolved by changes to Conservation Data Centre (CDC) or ECCC policy and also lack of adequate resources to create, curate, and maintain a central data portal.

Staff capacity:

- ITC has a very ambitious work program. If there is any staff turnover, this could compromise the ability to deliver in the same way.
- Outreach is important but events take a lot of time to manage.
- Setting aside the staff time to negotiate the Section 11 *Species at Risk Act* stewardship agreement is challenging, and progress has yet to be made with this agreement.
- Capacity is a major challenge, both internally within IT/ITC and with almost all project partners and target audiences. Internal procedures have had a major impact on the

program's timelines (e.g., procurement processes), as well as capacity constraints within the ITC Mapping department.

 Funding:

- The funding restrictions are a challenge. ECCC does not permit funds supplied by them to be matched with other federal funding sources. As an example, because SAR is funded by ECCC, HSBRS can't contribute to the SAR program financially.
- Funds for land management, SAR inventories (except for broader conservation planning) and acquisition are limited to ITC-protected lands only (do not apply to the islands as-a-whole).

Opportunities for SAR Outreach and Engagement:

 Need for more engagement:

- Some have very little awareness or understanding of the SAR program – it needs greater visibility.
- EEEEC and CWS would appreciate a presentation from ITC on how it's all going from an anecdotal point of view—how the program worked; how this funding benefitted ITC and ITC's strategic objectives; the opportunities that presented themselves through this process.

 Building partnerships:

- There is an opportunity to bring together a community of practitioners. The SAR workshop work is starting to build a community of practice.
- ITC should bring together the conservation organizations and experts in some form of regional workshop to create relationships. Collaboration amongst groups is an important opportunity to build on.
- There needs to be an expansion of knowledge sharing among professionals and practitioners regarding species and groups of species before knowledgeable people retire. We need to undertake 'knowledge based' successional planning.

Red Flag:

 There is a need to plan ahead and to manage risk for times with less funding:

- ECCC and CWS highlighted that the program runs until March 31, 2026 and right now, there's unprecedented amounts of funding going into conservation.
- ITC should consider how to maintain progress if funding is less available. What is the plan to keep the key pieces of the projects (the species / the ecosystems) that matter the most? How does the program keep running with less funds?
- There is a need to make sure that the SAR gains are not lost and that ITC is planning ahead.

The Next Three Years

Respondents offered the following comments and suggestions:

-  Building on the movement and momentum that has been started.
-  Continue what we are doing. (Would need more staff to do more.)
-  Consider the strategic direction for the SAR Program (work plan?)
-  Improve upon internal communication re: SAR Program Strategies and overlap with other ITC projects.
-  Expand monitoring programs.
-  Greater outreach and awareness.
-  Over the next few years, the SAR program should include a major focus of coordination and analysis of SAR data across the Salish Sea in order to effectively inform those strategic documents.
-  Greater emphasis on First Nations engagement and relationship-building, and inclusion of species of cultural importance that are not necessarily considered at-risk.

Comments Beyond the Scope of the ITC SAR Program

The following suggestions from respondents are outside of the current scope of the ITC SAR program.

Suggestions for program improvement

-  There is a need to develop techniques to effectively confirm the presence of threatened species on land.
-  ITC is missing project management software.
-  ITC Staff are mostly working in silos, there is a need for more information sharing and understanding of each other's roles.
-  The contracting process internal to IT can get cumbersome and Finance Department is often stretched.
-  Internal capacity is a really limiting factor for the program. We are inspiring people, but not adequately staffed to process all the donations.

Suggestions for program expansion

-  Islands Trust should consider bringing a biologist onto the team to support land use planning decisions and educational programs.
-  Focus is on areas already protected; there is a need to monitor SAR outside the reserves as well.
-  Species work should be viewed as a regional undertaking. For example, contracting a herpetologist to work with each conservancy, to grow knowledge on herpetology across all ITA conservancies.

- 👉 SAR Program could be expanded into a comparable program for the Islands Trusts Council – the policy and local government side of Islands Trust.
- 👉 Seek additional funding to support the program, e.g., from the Province.
- 👉 Inclusion of marine ecosystems
- 👉 Secure funding for land acquisition.

BRIEFING

To: Islands Trust Conservancy Board **For the Meeting of:** October 3, 2023
From: Trust Area Services **Date Prepared:** September 6, 2023
SUBJECT: Census infographics

PURPOSE: To provide Island Trust Conservancy Board with infographics regarding trends in the Islands Trust Area.

BACKGROUND: To support accurate communications and informed decision-making, Trust Area Services staff, after consultation with Planning Services staff, contracted Statistics Canada to provide a set of infographics for both the Trust Area (see attached) and local trust areas/Bowen Island.

To develop the infographics, there was a need for Statistics Canada to undertake geocoding and custom tabulations of past Census years as local trust area Census boundaries have shifted through the decades. This work completes efforts that began in 2016 to identify trends in the Trust Area and improve Census data sets for the Islands Trust Area.

After review by the Executive Committee the infographics were posted to the Islands Trust website's Trend Monitoring page and to each local trust area page. Staff have also provided the relevant infographics to local trust committees, Bowen Island Municipality, Governance Committee, Trust Programs Committee, and Regional Planning Committee. The full Census data sets are available to staff.

ATTACHMENT(S):

1. 2021 Census Infographics – comparisons across the Trust Area

See the [Trend Monitoring webpage](#) for infographics for the Islands Trust Area, Bowen Island and local trust areas

FOLLOW - UP: These products will inform work throughout the Islands Trust including land use planning, regional conservation planning, communications and advocacy. Staff will also feature the infographics on Island Trust social media.

Prepared By: Clare Frater, Director, Trust Area Services

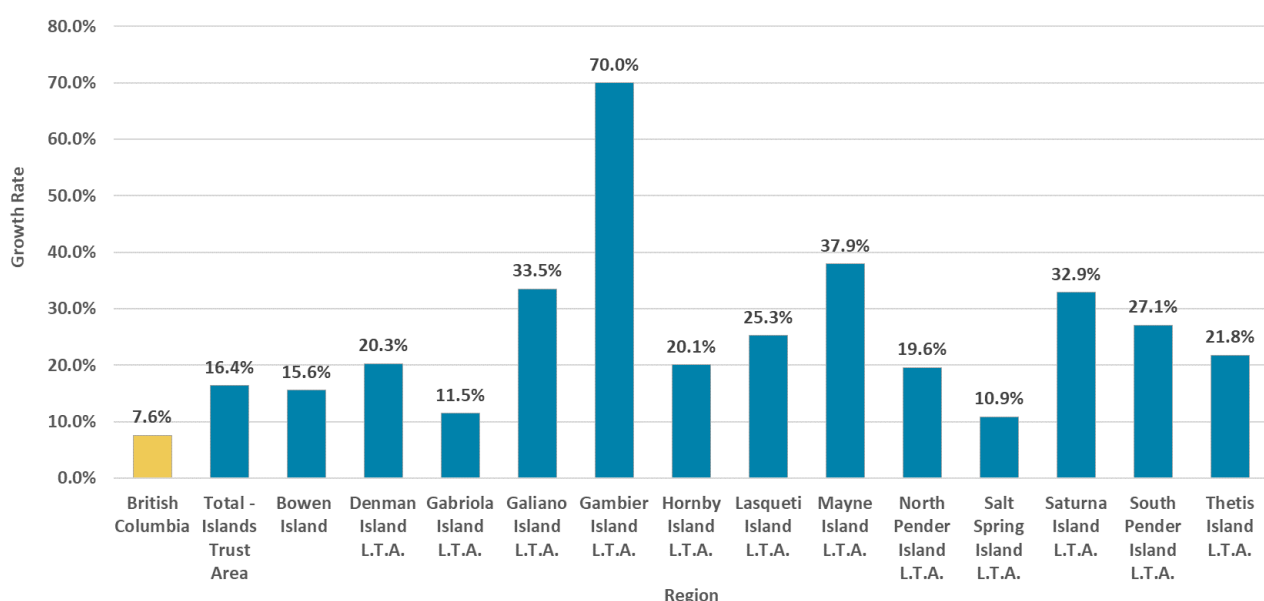
Reviewed By/Date: Kate Emmings, Manager, Islands Trust Conservancy / September 6, 2023

Islands Trust Area Census Profile 2021

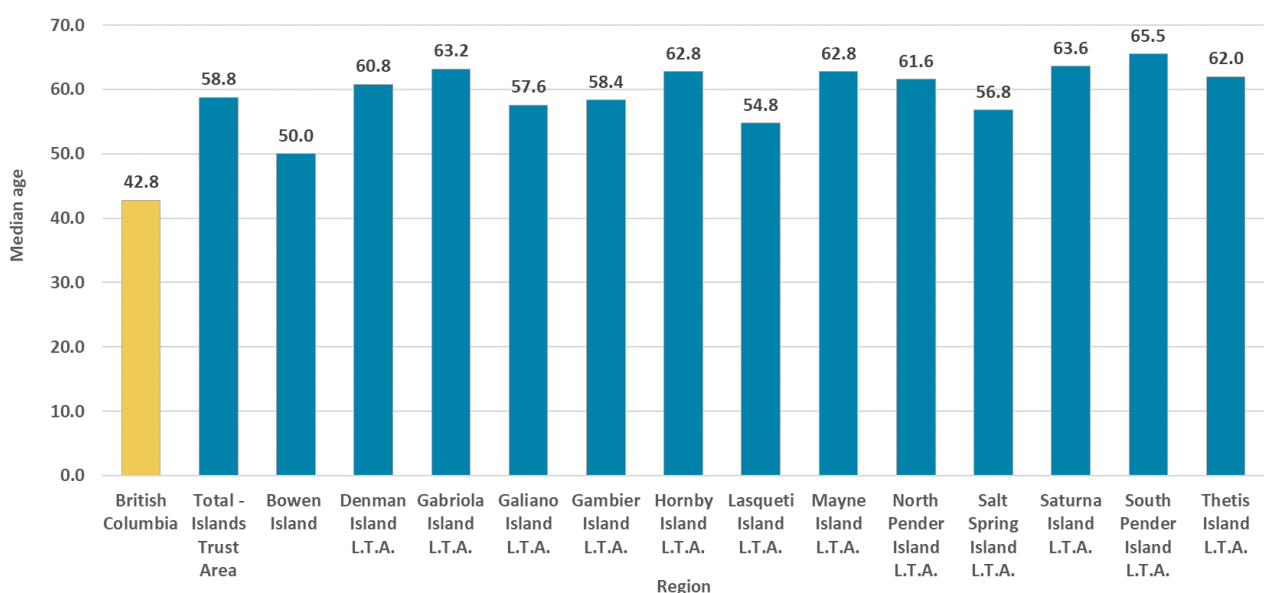


People

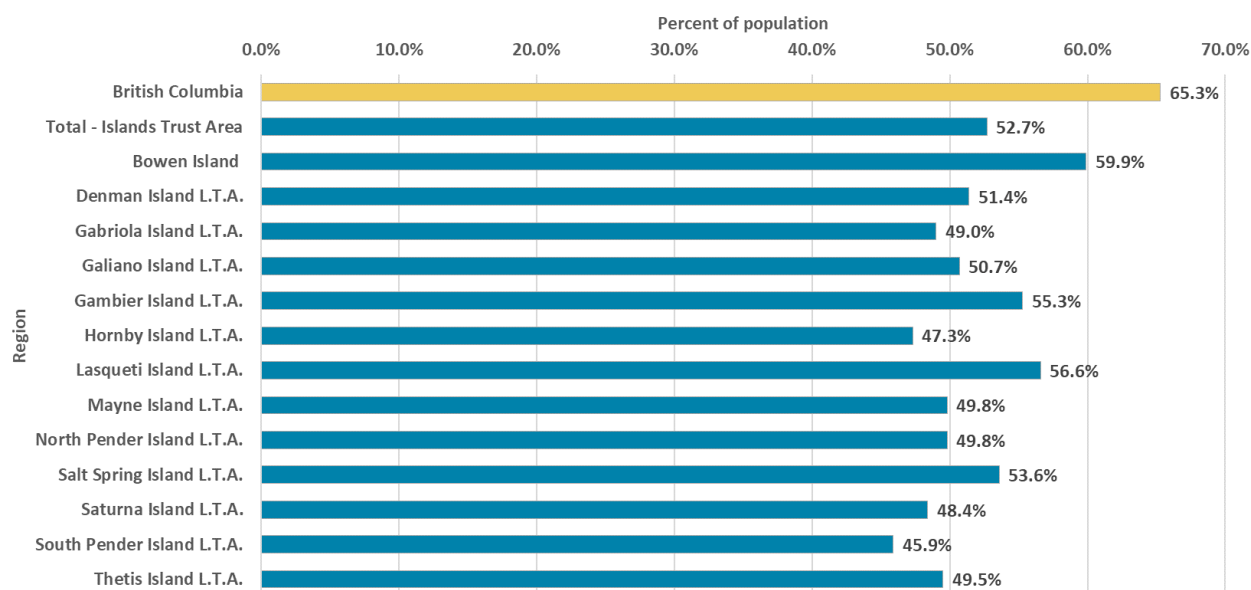
Population growth rate, 2016 to 2021



Median age of population, 2021

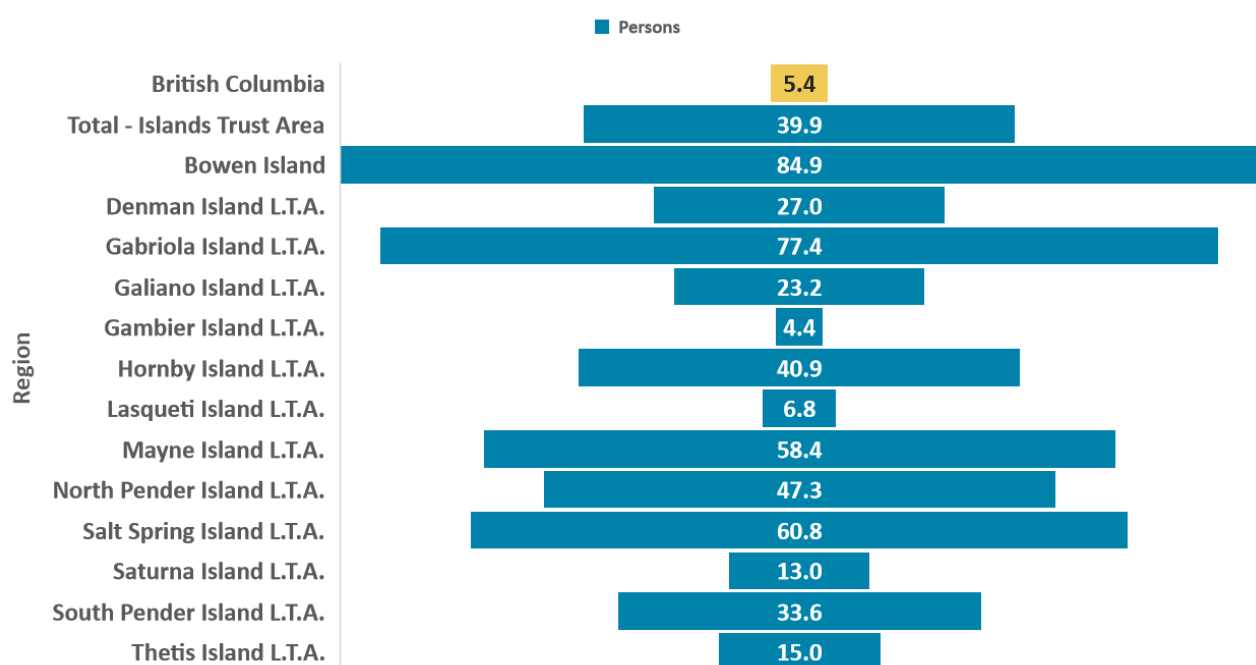


Working age population, 2021*



*Working age is 15 to 64 years old

Population density per square kilometer, 2021



Notes:

- With high global non-response rate, the 2016 Census data for Lasqueti Island Local Trust Area data should be used with caution as counts and estimates for this community have a high risk of non-response bias.
- To ensure confidentiality, the values, including totals, are randomly rounded either up or down to a multiple of '5' or '10.' To understand these data, you must be aware that each individual value is rounded. As a result, when these data are summed or grouped, the total value may not match the individual values since totals and sub-totals are independently rounded. Similarly, percentages, which are calculated on rounded data, may not necessarily add up to 100%.
- The abbreviation 'L.T.A.' means 'Local Trust Area'.

Sources: Statistics Canada, 1991 to 2021 Census of Population, 100% Data; Statistics Canada, 2016 and 2021 Census of Population, 25% Sample-based Data



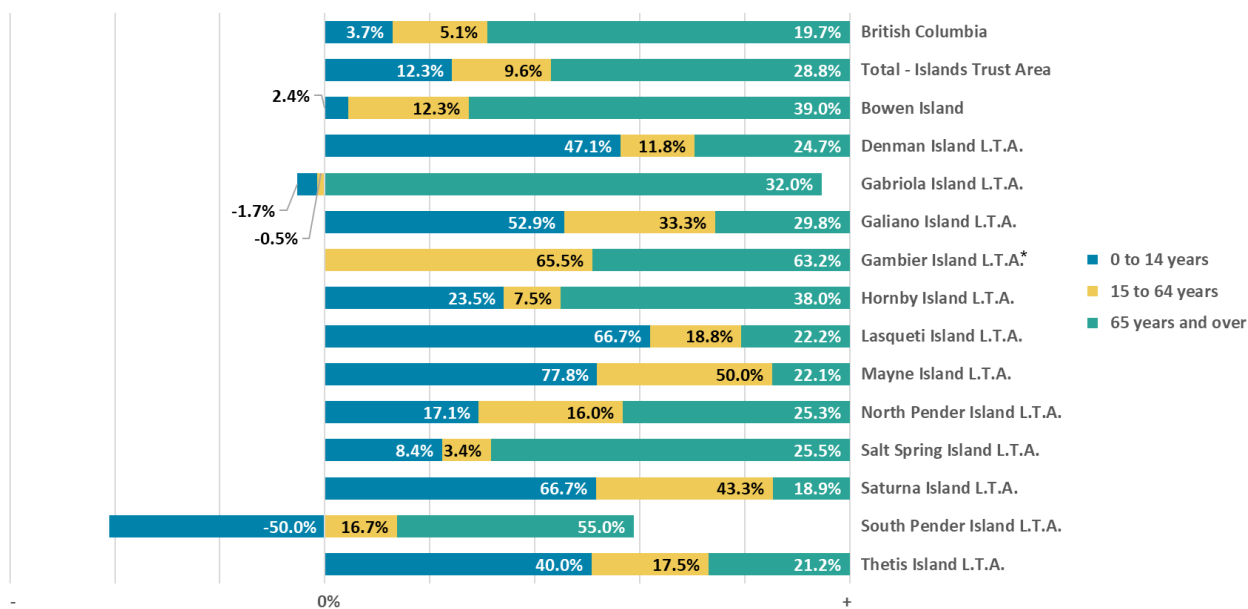
Statistics
Canada

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Canada

www.statcan.gc.ca

Canada 37

Population change by broad age group, 2016 to 2021

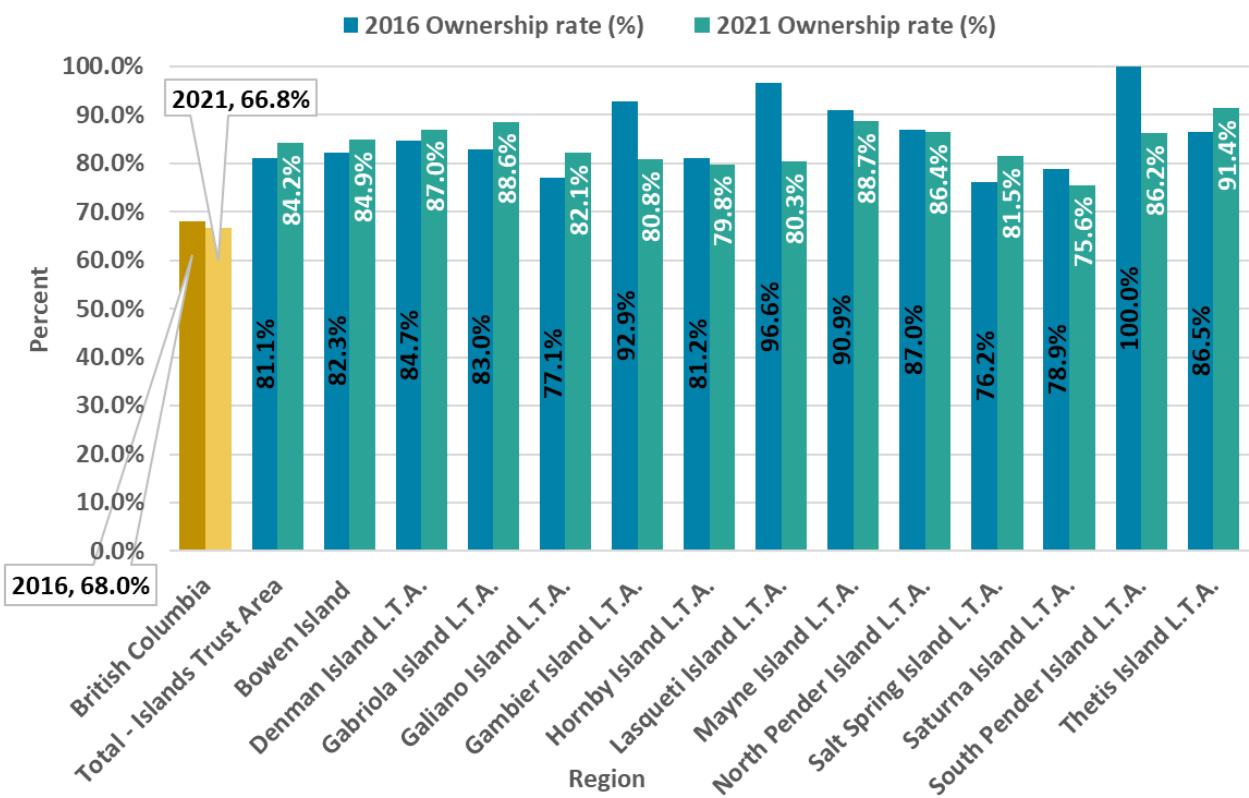


* The population change of 0 to 14 years age group was 250.0% in Gambier Island.



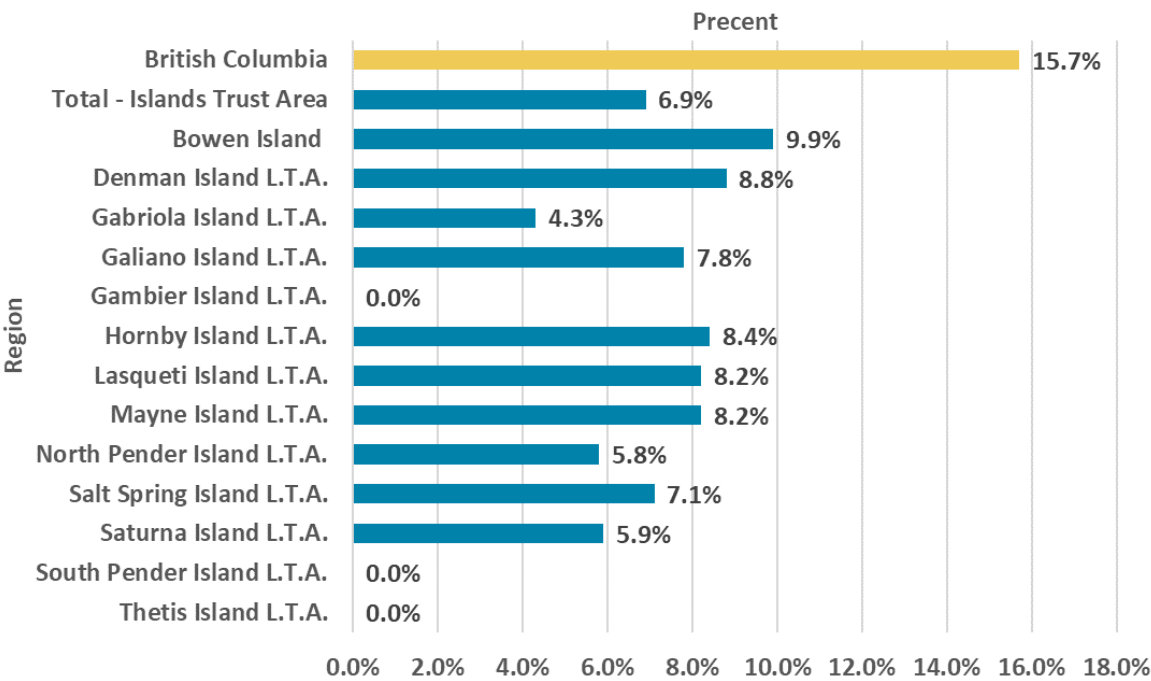
Dwelling

Homeownership rate, 2016 and 2021*

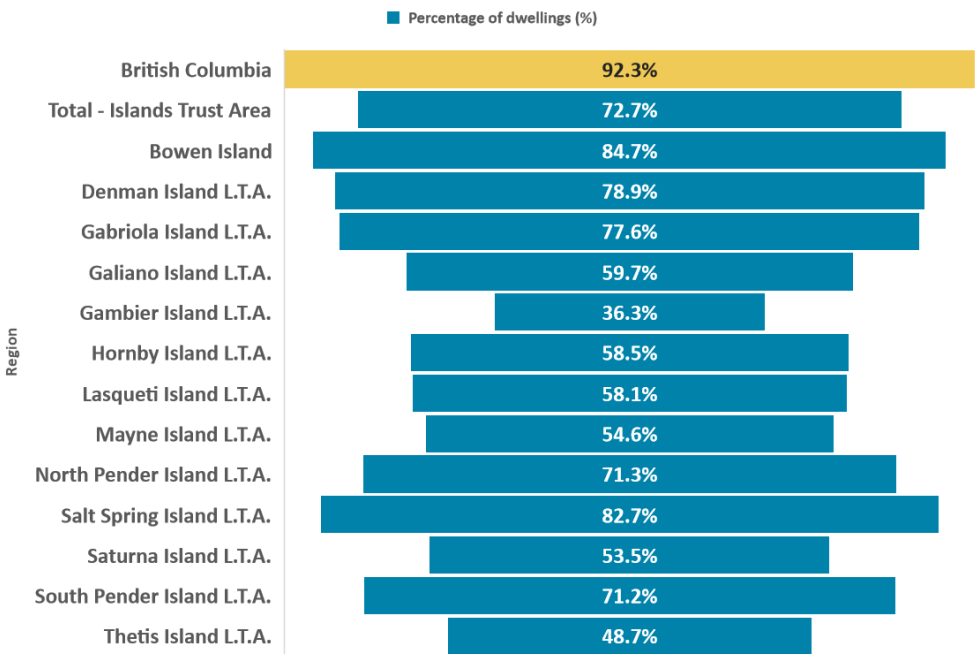


*Owner household refers to a private household where some member of the household owns the dwelling, even if it is still being paid for.

Homeownership rate among 25 to 39 year olds, 2021



Percentage of dwellings occupied by usual residents, 2021

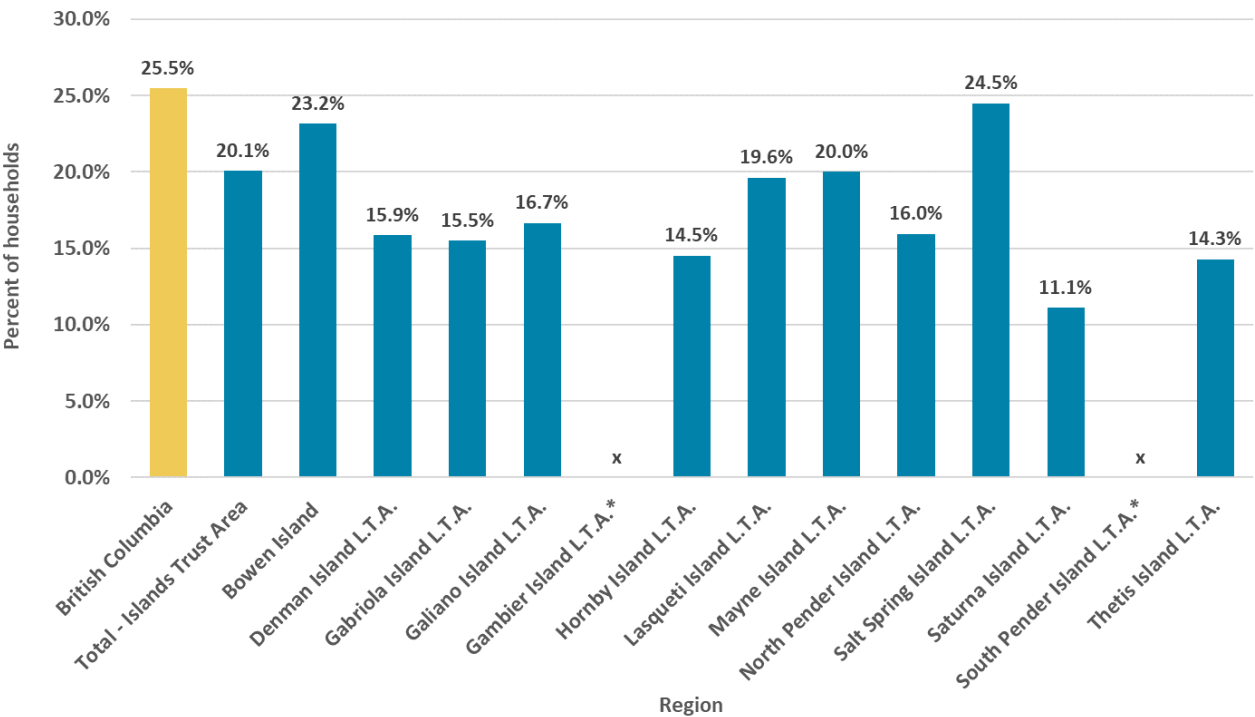


Notes:

- With high global non-response rate, the 2016 Census data for Lasqueti Island Local Trust Area data should be used with caution as counts and estimates for this community have a high risk of non-response bias.
- To ensure confidentiality, the values, including totals, are randomly rounded either up or down to a multiple of '5' or '10.' To understand these data, you must be aware that each individual value is rounded. As a result, when these data are summed or grouped, the total value may not match the individual values since totals and sub-totals are independently rounded. Similarly, percentages, which are calculated on rounded data, may not necessarily add up to 100%.
- The abbreviation 'L.T.A.' means 'Local Trust Area'.

Sources: Statistics Canada, 1991 to 2021 Census of Population, 100% Data; Statistics Canada, 2016 and 2021 Census of Population, 25% Sample-based Data

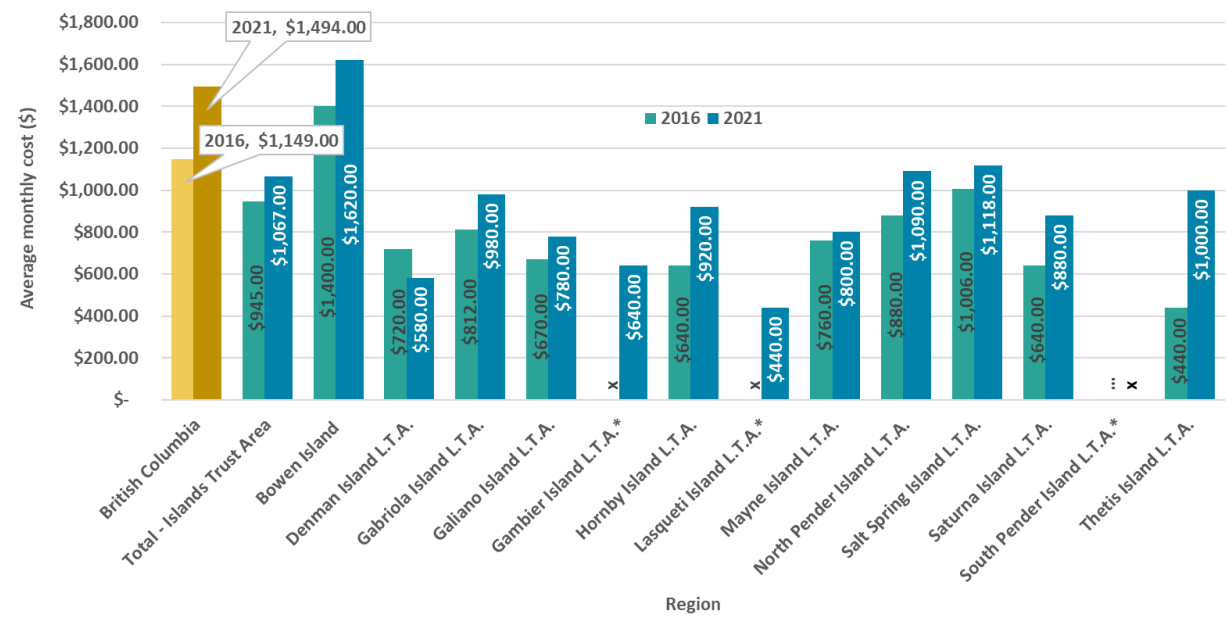
Percentage of households that spend 30% or more of income on shelter costs, 2021¹



*Data for Gambier Island Local Trust Area and South Pender Island Local Trust Area suppressed (x) to meet confidentiality requirements of the Statistics Act.

1. Total - Owner and tenant households with household total income greater than zero, in non-farm, non-reserve private dwellings by shelter-cost-to-income ratio.

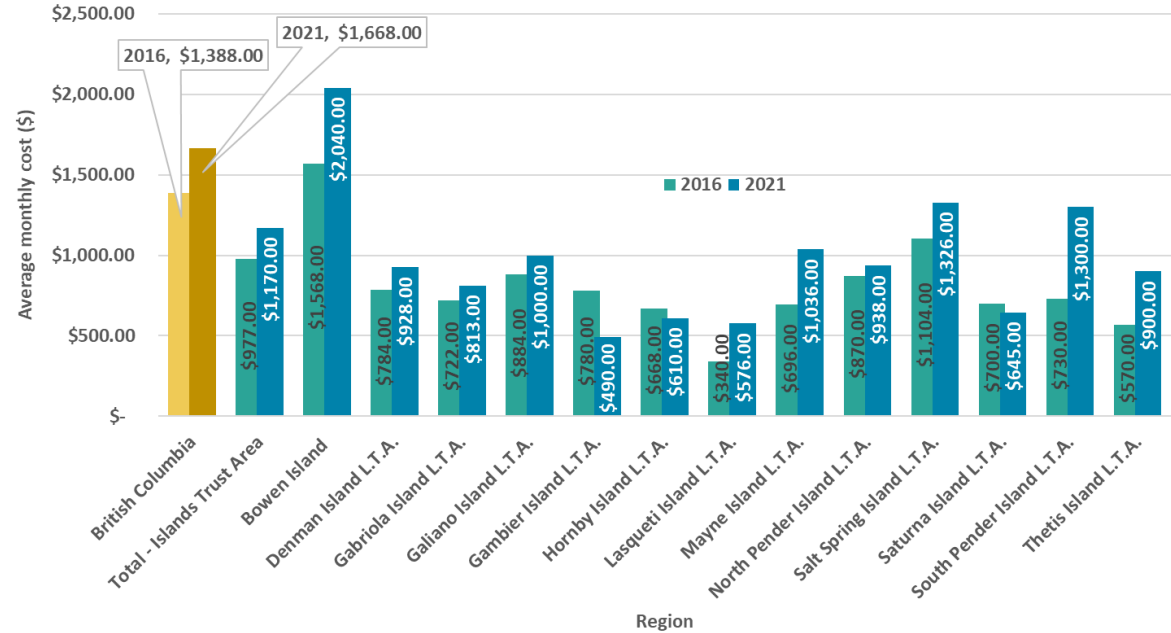
Average monthly shelter cost for renters, 2016 and 2021



Average monthly shelter costs for renters increased by 30.0% in B.C. while the Islands Trust Area saw an increase of 12.9%.

*2016 Census data for Gambier Island Local Trust Area and Lasqueti Island Local Trust Area suppressed (x) to meet confidentiality requirements of the Statistics Act. 2016 Census data for South Pender Island Local Trust Area not applicable (...). 2021 Census data for South Pender Island Local Trust Area suppressed (x) to meet confidentiality requirements of the Statistics Act.

Average monthly shelter cost for owners, 2016 and 2021



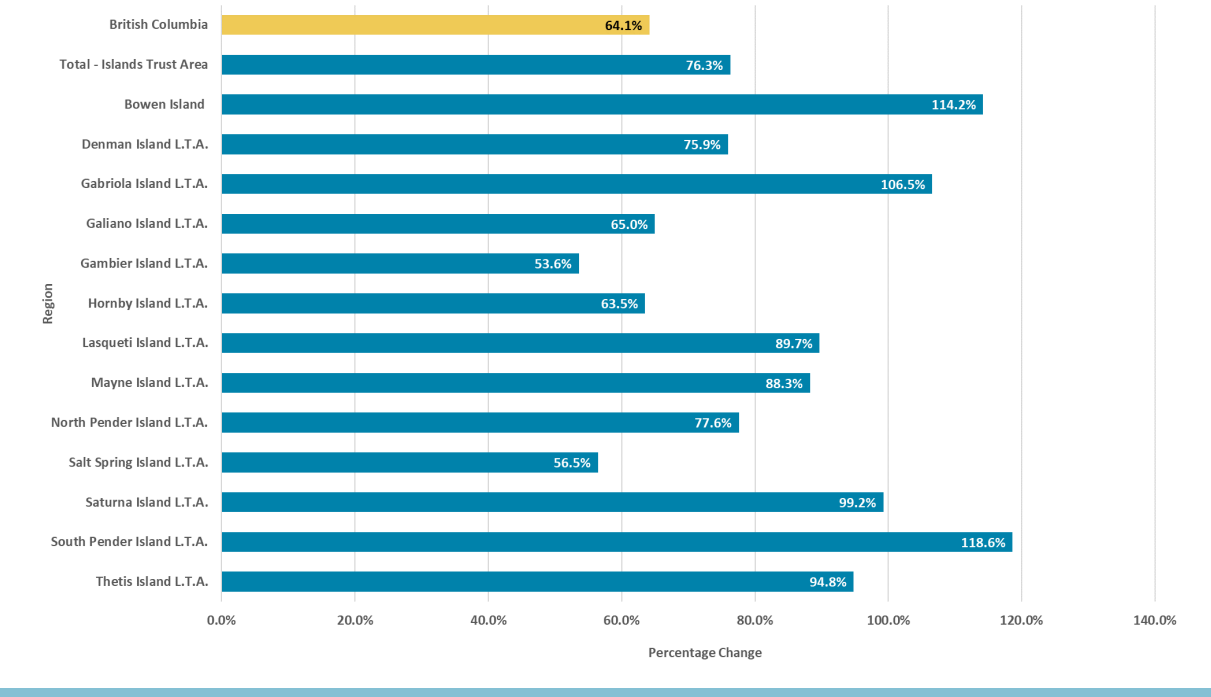
Average monthly shelter costs for owners increased by 20.2% in B.C. while the Islands Local Trust Area saw an increase of 19.8%.

Notes:

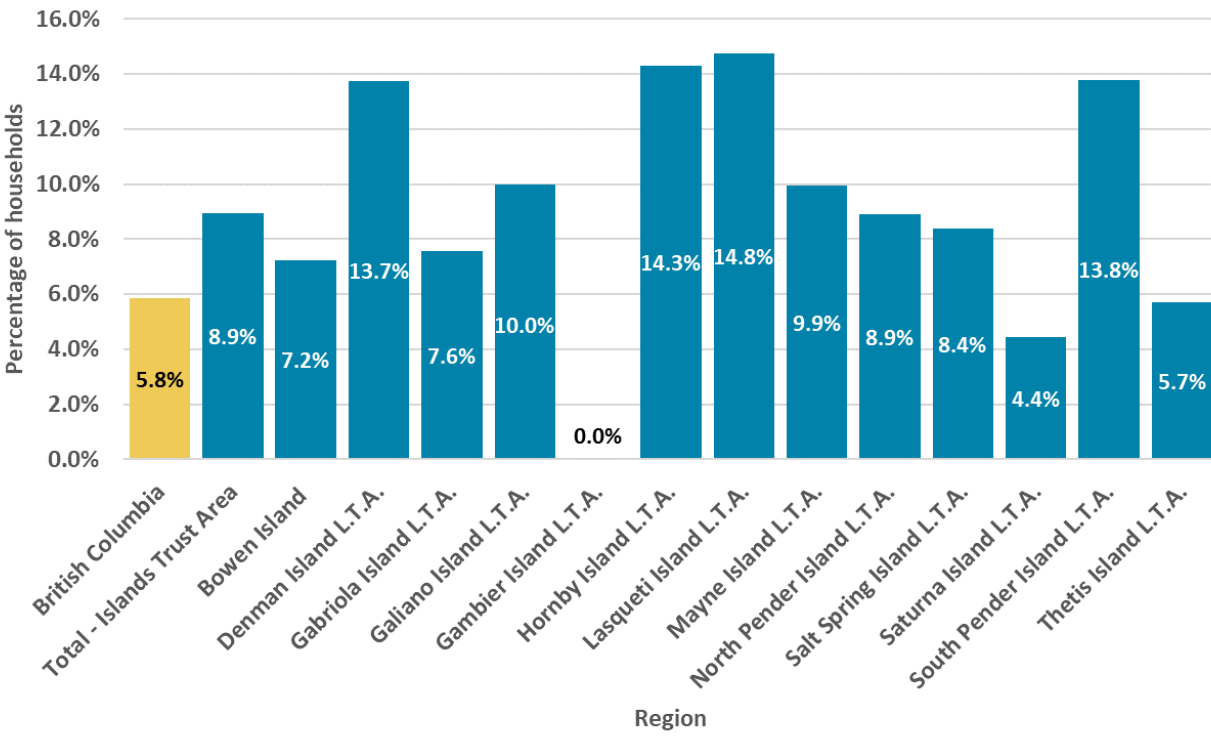
- With high global non-response rate, the 2016 Census data for Lasqueti Island Local Trust Area data should be used with caution as counts and estimates for this community have a high risk of non-response bias.
- To ensure confidentiality, the values, including totals, are randomly rounded either up or down to a multiple of '5' or '10.' To understand these data, you must be aware that each individual value is rounded. As a result, when these data are summed or grouped, the total value may not match the individual values since totals and sub-totals are independently rounded. Similarly, percentages, which are calculated on rounded data, may not necessarily add up to 100%.
- The abbreviation 'L.T.A.' means 'Local Trust Area'.

Sources: Statistics Canada, 1991 to 2021 Census of Population, 100% Data; Statistics Canada, 2016 and 2021 Census of Population, 25% Sample-based Data

Percentage change in private dwellings occupied by usual residents, 1991 to 2021



Percentage of households with inadequate housing, 2021*

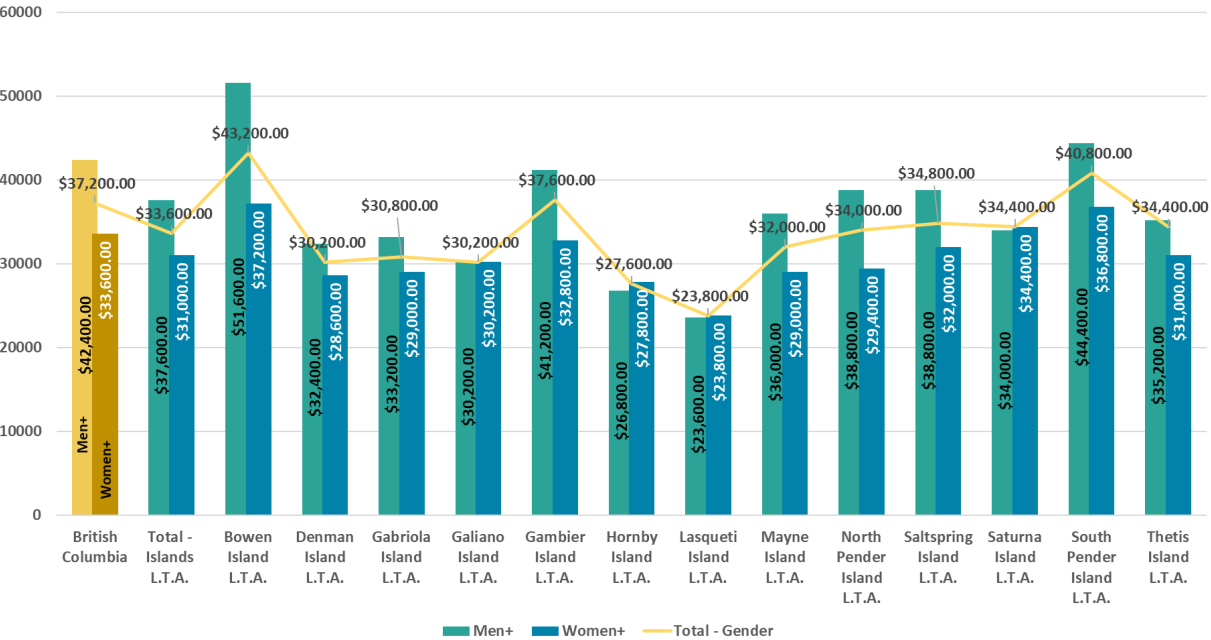


*Housing is considered adequate when it isn't in need of major repairs. Major repairs include defective plumbing or electrical wiring, or structural repairs to walls, floors, or ceilings.
<https://www.cmhc-schl.gc.ca/en/professionals/housing-markets-data-and-research/housing-research/core-housing-need/identifying-core-housing-need>



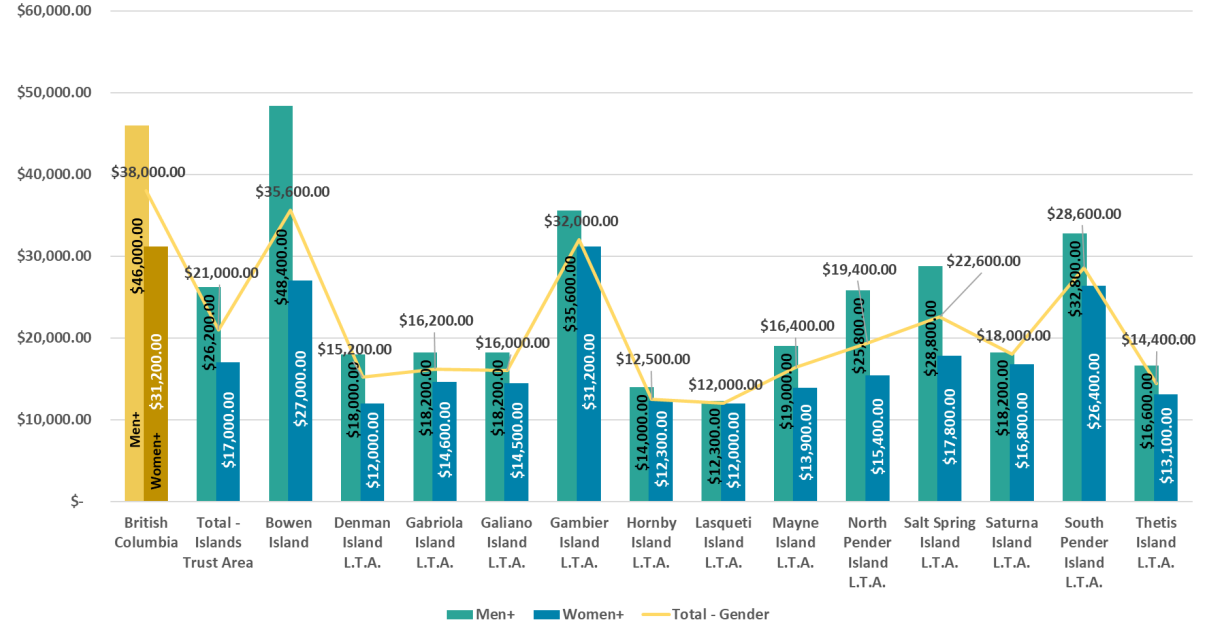
Income

Median after-tax income, 2020*



*For the 2021 Census, the reference period for income data is the calendar year 2020, unless otherwise specified.

Median employment income, 2020*



*For the 2021 Census, the reference period for income data is the calendar year 2020, unless otherwise specified.

- Notes:
- With high global non-response rate, the 2016 Census data for Lasqueti Island Local Trust Area data should be used with caution as counts and estimates for this community have a high risk of non-response bias.
 - To ensure confidentiality, the values, including totals, are randomly rounded either up or down to a multiple of '5' or '10.' To understand these data, you must be aware that each individual value is rounded. As a result, when these data are summed or grouped, the total value may not match the individual values since totals and sub-totals are independently rounded. Similarly, percentages, which are calculated on rounded data, may not necessarily add up to 100%.
 - The abbreviation 'L.T.A.' means 'Local Trust Area'.

Sources: Statistics Canada, 1991 to 2021 Census of Population, 100% Data; Statistics Canada, 2016 and 2021 Census of Population, 25% Sample-based Data



BRIEFING

To: ITC Board **For the Meeting of:** October 3, 2023
From: Staff **Date Prepared:** September 24, 2023
SUBJECT: Executive Committee Liaison Follow Up

PURPOSE: To seek direction from the Islands Trust Conservancy (ITC) Board regarding coordination of follow up with the Islands Trust Executive Committee.

BACKGROUND:

The ITC Board met with the Islands Trust Executive Committee (EC) on July 18. Minutes of the meeting are attached and indicate a desire to follow up on several, including:

1. Reconciliation and engagement with First Nations:
 - a. invitation to the Senior Indigenous Relations Advisor to attend a meeting with the ITC Board to discuss the framework and direction for working with First Nations
 - b. referral process overlaps
2. Mapping and technical
3. Professional Biologist needs for ITC, local trust committees and Trust Council
4. Providing information to trustees regarding mechanisms to liaise with ITC
5. Revision of the Memorandum of Agreement between ITC and Trust Council
6. Islands Trust Policy Statement Review Project
7. Governance Review Project
8. Conservation decision making
9. Provincial Funding Request for ITC work
10. Climate Change, including FireSmart and fire risk management

Staff are seeking direction from the ITC Board regarding the number of joint discussions to arrange with EC and the topics for discussion, including priorities for discussion.

ATTACHMENT(S):

1. Islands Trust Conservancy Board/Executive Committee Liaison Meeting Minutes, July 18, 2023

FOLLOW-UP: Staff will follow up as directed.

Prepared By: Kate Emmings, Manager, Islands Trust Conservancy



ADOPTED



Islands Trust Conservancy Board Executive Committee Liaison Meeting Minutes of the Regular Meeting

Date: Wednesday, July 18, 2023
Location: 1:00 p.m.
Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

Board Members Present Risa Smith, Chair
Linda Adams, Board Member
Lisa Gauvreau, Board Member
Susan Yates, Trustee
Tobi Elliott, Vice-Chair, Executive Committee and ITC Board Member

Regrets Ken Thomas, Board Member

Executive Committee Members Present Peter Luckham, Chair, Executive Committee
David Maude, Vice-Chair, Executive Committee
Timothy Peterson, Vice-Chair, Executive Committee

Staff Present Clare Frater, Director, Trust Area Services
Kate Emmings, ITC Manager
Russ Hotsenpiller, Chief Administrative Officer
Corlynn Strachan, Administrative Assistant/Recorder
Carla Funk, a/Strategic Fundraising Specialist

Public Attendees Three members of the public attended.

1. CALL TO ORDER

Chair Smith called the meeting to order at 1:03 p.m. and acknowledged the meeting was held on the territory of the Coast Salish peoples.

1.1 Introductions and context for annual meeting

Chair Smith welcomed guests and initiated introductions.

2. APPROVAL OF AGENDA

The following addition to the agenda were presented for consideration:

4.3.5 Climate Change adaptation

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

3. MINUTES/COORDINATION

3.1 July 13, 2022 ITC-EC Liaison Meeting Minutes (Adopted, for information only)

Received for information.

4. BUSINESS

4.1 Items for Information

4.1.1 ITC 2022/23 Year in Review – Presentation

Manager Emmings provided a PowerPoint presentation on the work of the Islands Trust Conservancy, including First Nations Reconciliation, the 2023-2026 Islands Trust Conservancy Plan, the Regional Conservation Plan, property management, Species at Risk Program, donor engagement, communications and challenges/opportunities for ITC into the future.

4.1.2 2022/23 Executive Committee Updates

CAO Hotsenpiller, Executive Committee Chair Luckham, and Trustee Elliott provided an overview of Executive Committee and Trust Council work and concerns.

Priorities and discussion included:

- Training and orientation for newly elected trustees
- Trustee interest in reviewing policies and bylaws
- Development of a sophisticated request to the province to augment funding (some feel that conservation could be a centrepiece of this)
- Reconciliation including engagement and a better referral process
- Revised policy statement (now that there is staff capacity the project will proceed)
- Housing affordability
- Water availability
- Climate Change Initiatives
- Governance review (Council has not decided on the role of conservation in the review)
- Establishing not just a Strategic Plan for Trust Council, but also goals for Trust Council, and noting that the ITC Regional Conservation Plan may provide direction on a potential format for Trust Council's Strategic Plan
- Opportunities for information sharing

4.2 Roundtable: Focus on Collaboration

Discussion ensued on:

- Corporate planning framework, and using the work plan from the Islands Trust Conservancy Regional Conservation Plan as a template to honour strategic goals.

- Collaboration between the Islands Trust and Islands Trust Conservancy to learn from each other, with potential for discussion through the Governance Committee.
- Using a “paradigm shift” for understanding the work of the Islands Trust and how Islands Trust deliver on its’ mandate in a more meaningful way for First Nations and everyone.
- Using the progress report to analyze the work begin accomplished by Trust Council, including its work program.

4.3 Items for Discussion

4.3.1 ITC Board - Executive Committee Areas of Responsibility - Briefing

Manager Emmings presented the briefing which summarized the areas of responsibility under internal policy and Islands Trust Council Bylaw No. 86.

Discussion ensued on:

- Local trust committee engagement with the Conservancy in an effective manner
- Embracing First Nations relationship building in our work
- Staff capacity to share knowledge with planners
- Changes to regulations for the Professional Governance Act and the impact on the work of biologists
- Regional Planning Committee work on a housing toolkit including suitable land analysis process to identify lands suitable for increase in development, and layering of mapping with conservation information for planning metrics
- The need for mapping and technical expertise, and for a professional biologist

4.3.2 Trust Council Decisions Related to Conservation – Discussion

Discussion ensued on:

- Decisions made at the March Trust Council meeting regarding the Coastal Douglas-fir Biogeoclimatic Zone delegation without consultation with the Conservancy
- Consideration of how Trust Council deals with delegations as a whole and how to institute better practice
- Reviewing meeting procedures and policy
- Making informed decisions through consultation with First Nations, the Conservancy and partners
- Education for trustees regarding internal liaison with the Conservancy

Follow up items for trustees and ITC Board member consideration:

- Creating a mechanism to share in-house biological expertise

- Revision of the Memorandum of Agreement between ITC and Trust Council to consider conservation decisions
- Need for more education on what the Islands Trust Conservancy is and how we do conservation
- Role of governments in conservation and ability for Trust Council to participate in the conversation
- The importance of informed decision making and not making decisions without consideration. Use time to get advice and refer to others.

Manager Emmings noted that staff support would require further direction and provided suggestions including:

- Providing direction to staff through a resolution for priority items
- Trustees taking items under consideration and following up by requesting agenda items for the next meeting

It was noted that Islands Trust Conservancy or the Executive Committee could invite each other to attend their respective meetings to discuss items of mutual interest such as policy review, governance review, and conservation in decision-making.

4.3.3 Provincial Funding Request – Discussion

Discussion ensued on:

- Developing a strong business case and strategy, and appropriate timing for advancing the request
- The Governance Review
- Creating a working group or committee to move forward, with consideration for staff resources
- CAO Hotsenpiller noted meeting more frequently, instead of annually, would be more effective, and advised that the Executive Committee could present at a future ITC Board meeting to keep Board members informed and strategize on a way forward.

ITC-EC-2023-001

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board direct staff to investigate the requirements to create a compelling story on conservation that would be fed into a Provincial funding request.

DEFEATED

4.3.4 First Nations Referral Process Review – Discussion

Discussion ensued on:

- The complexity of the referral process and holding a separate meeting with the new Senior Indigenous Relations Advisor to discuss current framework and direction.

- Holding a joint two hour meeting on the First Nations referrals process, as this is a priority issue that was on the joint agenda, but not covered due to time restraints.

4.3.5 FireSmart Advice to Landowners – Discussion

This item was deferred to a future meeting due to time constraints.

4.3.6 Biologist Support for Planning - Briefing

Manager Emmings provided background information from the July 13, 2022 ITC/EC Liaison Meeting to support a discussion about biologist support for Regional Planning Committee (RPC). Trustee Elliott noted that she may advance further discussion at Trust Council.

5. NEXT MEETING

To be determined in late 2023.

6. ADJOURNMENT

By General Consent, the meeting adjourned at 3:20 p.m.

Risa Smith, Chair

Certified Correct:

Corlynn Strachan, Administrative Assistant/Recorder



Public Acquisitions Update October 3, 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 October 3, 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 Tribe and other Indigenous community members.
	2023/05/06	Penelakut Tribe has requested greater consultation around subdivision and bylaw. ITC work on hold.
Current Total ITC Acquisitions:		34



PUBLIC COVENANTS UPDATE October 3, 2023

NAPTEP COVENANTS		
<i>27 NAPTEP Covenants on title, 4 NAPTEP covenants in progress</i>		
Property	Date	Notes
Koontz NAPTEP Covenant Gabriola Island (~2.5 ha)	2023/02/08	Application received. Staff report and RFD in this package.
	2023/05/30	ITC-2023-017: It was MOVED and SECONDED , that the Islands Trust Conservancy Board approve the conservation proposal submitted by Yarrow Koontz, to place a NAPTEP covenant on approximately 2.5 ha of Gabriola Island, PID: 005-788-447, That Part of Lot 3, Section 5, Gabriola Island, Nanaimo District, Plan 6986, Lying to the North West of a Road Dedication by Plan 17829, Except those parts in Plans 21783 and 26145, to protect wetlands, maturing forest, and sensitive riparian and cliff habitats.
	2023/06/12	Staff informed applicant of Board decision.
	2023/07/07	Application referred to First Nations.
	2023/08/18	First Nations referral window ended. Only one response has been received, indicating no comments regarding this application.
	2023/09/14	Referred for information to Gabriola Island Local Trust Committee.
	2023/09/25	Application sent to Trust Council for tax exemption approval.
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.
	2023/04/21	Site visit to discuss next steps and details with landowner and applicant. Staff to begin negotiating covenant as soon as capacity permits, and submit application for Trust Council approval.
	2023/06/30	Application referred to First Nations. Requested response date is August 18, 2023.



PUBLIC COVENANTS UPDATE October 3, 2023

Larmour NAPTEP Covenant (Cont.)	2023/08/18	First Nations referral window ended. Responses were received from two First Nations, one of whom indicated that they do not have any comments to provide regarding this application; and the another who requested a copy of the baseline inventory report when it is completed.
	2023/09/14	Referred for information to Salt Spring Island Local Trust Committee.
	2023/09/25	Application sent to Trust Council for tax exemption approval.
Nighthawk Hill NAPTEP Covenant expansion North Pender (~1ha)	2021/03/30	Application received.
	2021/11/23	ITC-2021-050: It was MOVED and SECONDED , that the Islands Trust Conservancy Board approve the conservation proposal submitted by Andreas Nowak and Mary Reher to add approximately 1 ha to the existing NAPTEP conservation covenant over a portion of the land described as Lot 38, Section 7, Pender Island, Cowichan District, Plan 32261, Except Part in Plan 35333, PID 001-081-110, to protect small seasonal wetlands and connectivity to the already-protected mature dry Douglas-fir forests.
	2021/12/01	TC-2021-119: It was MOVED by Trustee Stamford and SECONDED by Trustee Morrison , that the Islands Trust Council approves the amendment of the NAPTEP Certificate for the covenanted portion of the property described as PID 001-081-110, Lot 38, Section 7, Pender Island, Cowichan District, Plan 32261, Except Part in Plan 35333, to extend the Certificate to cover the increased protection area, and to reference the registration number of the new conservation covenant and survey plan that will be registered.
	2021/12/04	Referred for information to North Pender LTC. No comments received.
	2021/12/15	Phase II next steps correspondence sent to landholder.
	2022/02/10	Phase II application fee received.
	2022/07/20	Landowner has hired surveyor.
	2022/09/06	Final survey received.
	2022/09/12	Draft covenant amendment and letter of permission sent for ITC legal review.



PUBLIC COVENANTS UPDATE October 3, 2023

Nighthawk Hill NAPTEP Covenant expansion (cont.)	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.
	2023/04/10	Contractor returned edited baseline report. Under review by ITC staff.
	2023/05/03	Final baseline report approved.
	2023/05/13	PICA Board approved final covenant and letter of permission.
	2023/07/06	Landowner signed final covenant paperwork. Conveyancing in progress for ITC and PICA signatures and registration with Land Titles Office.
	2023/08/23	Application to register new covenant, and discharge existing one, submitted to Land Titles Office.



PUBLIC COVENANTS UPDATE October 3, 2023

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
	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.



PUBLIC COVENANTS UPDATE October 3, 2023

R. Leader (cont.)	2021/07/29	Landowner begins discussions with mortgage provider about granting priority to the Covenant and Rent Charge. Ongoing.
	2021/09/09	ITC received and accepted final baseline inventory report.
	2022/01/21	Staff called to discuss need to get mortgage provided to grant priority to the Covenant. Followed up with email to credit union representative.
	2022/02/21	No response from credit union, informed landowner and indicated that they will need to pursue this issue.
	2022/09/26	Staff emailed to remind landowner that NAPTEP application expires December 2nd and enquire about progress with mortgage provider. Landholder discussed issue with credit union account manager and forwarded request for ITC staff to follow-up.
	2022/09/28	Staff contacted credit union account manager via email and left phone message.
	2022/11/05	Staff left follow-up phone message for credit union account manager.
	2022/12/06	Trust Council passed the following resolution: TC-2022-156: 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 in-camera covenant in progress.</i>		
Property	Date	Notes
Brooks Point Covenant South Pender Island (6.02 ha)	2014/03/23	TFB-2014-015: 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.



ISLANDS TRUST CONSERVANCY

PUBLIC COVENANTS UPDATE October 3, 2023

Brooks Point Covenant (cont.)

2014/08/20	Baseline Report completed.
2014/08/22	CRD respond to ITC/HAT/PICA concerns.
2014/09/17	ITF/HAT/PICA response re draft covenant sent to CRD.
2014/10/08	Kate Emmings appointed to the Brooks Point Management Plan advisory group by the CRD.
2014/10/16	ITF staff attended CRD Parks Open House for public review of the Brooks Point Management Plan update.
2014/12/03	CRD submit revised covenant draft to ITC and HAT.
2014/12/10	CRD Board approves revised Management Plan.
2014/12/12	Covenant sent to legal counsel for review.
2014/12/18	Covenant revisions and comments sent to CRD.
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.



PUBLIC COVENANTS UPDATE October 3, 2023

Brooks Point Covenant (cont.)

2017/09/21	Revised Brooks Point covenant sent to CRD Parks for review
2018/06/14	Revised covenant received from the CRD, currently under review.
2018/07/06	Legal review of covenant identifies ongoing concerns.
2018/07/31	CRD notified of ITC covenant concerns and meeting of all parties with legal representatives requested.
2019/05/01	ITC provided reviewed covenant to CRD with a request to meet with all parties and legal counsel.
2020/12/23	Revised draft covenant received from CRD for review.
2021/02/08	HAT, PICA and ITC meet to discuss covenant revisions. HAT to follow up with CRD regarding ongoing concerns and PICA input.
2022/01/17	Letter received from CRD with a request to approve the covenant.
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.



PUBLIC COVENANTS UPDATE October 3, 2023

Brooks Point Covenant (cont.)		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.
	2022/07/14	ITC staff send correspondence to CRD regarding Intermim 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)
	2023/05/15	CRD Parks sends covenant and related documents for final review and signature.
	2023/07/10	ITC staff complete final review of documents and begin coordination of signatures with CRD Parks.
	2023/07/27	Covenant registered. File closed and transitioned to covenant management.
ITC NATURE RESERVES WITH COVENANTS OUTSTANDING		
<i>9 ITC Nature Reserves are without covenants, 1 ITC Nature Reserve covenant 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.



ISLANDS TRUST CONSERVANCY

PUBLIC COVENANTS UPDATE October 3, 2023

Sandy Beach Nature Reserve (cont.)

2016/03/04	ITF responded to SCCA edits. SCCA reviewing with lawyer.
2016/04/11	Requested that landowner contract development of baseline report for covenant.
2016/06/05	SCCA comments received for covenant.
2016/10/05	Draft 3 covenant sent to covenant holders for review. TLC and SCCA have agreed to the draft.
2017/03/02	Covenant sent for legal review.
2017/04/13	Revised covenant draft sent to TLC and SCCA. Comments received from both agencies.
2017/08/31	Edits made to covenant and reviewed by legal. Draft 5 sent to TLC and SCCA for review. TLC has no further comment; awaiting SCCA comment. Both TLC and SCCA have requested a site visit.
2017/09/07	Draft baseline report received from the applicant.
2017/10/24	Feedback on baseline report submitted to applicant and revisions requested.
2018/05/28	Site visit with ITC staff, trustees & SCCA
2018/07/19	Next draft of baseline received and provided to covenant holders for feedback.
2018/08/28	Baseline report feedback provided to applicant and biologist for review and revision.
2019/01/04	Applicant's biologist revised draft baseline report. Forwarded baseline to covenant holder for review.
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.



PUBLIC COVENANTS UPDATE October 3, 2023

Sandy Beach Nature Reserve (cont.)	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.
	2022/10/04	ITC-2022-040: It was MOVED and SECONDED , that the Islands Trust Conservancy Board directs the Chair to sign the Conservation Covenant agreement among TLC The Land Conservancy of British Columbia, the Sunshine Coast Conservation Association, and the Islands Trust Conservancy, over the land identified as Lot 1 District Lot 696 Group 1 New Westminster District Plan EPP89532 (PID: 031-259-731) and known as Sandy Beach Nature Reserve.
	2022/11/08	Staff is preparing final documents and coordinating with applicant for conveyancing.
	2023/04/12	Covenant and forms signed by ITC Chair, sent to lawyer to arrange covenant holder signatures.
	2023/06/21	Signed covenant documents received by ITC lawyer; registration documents being prepared.
	2023/06/23	Covenant registered. File closed and transitioned to property management.
	2023/09/09	Sandy Beach Nature Reserve Celebration held.
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.



ISLANDS TRUST CONSERVANCY

PUBLIC COVENANTS UPDATE October 3, 2023

Fairyslipper Forest Nature Reserve (Cont.)	2020/02/03	Trail relocation completed by contracted trail builder, Penelakut youth and volunteer labour. A Statutory Right of Way is required from the adjacent property where the trailhead and parking area are planned.
	2020/03/19	ThINC is working with the Thetis Island Residents and Ratepayers Association to obtain a trail license over adjacent private lands for access and parking for the Fairyslipper Forest Nature Reserve.
	2020/07/14	Adjacent landowner signs Trail Licence Agreement with TIRRA (Thetis Island Residents and Ratepayers Association). Staff continues to work with owner to develop permanent legal access.
	2022/04/25	Adjacent landowner extends Trail Licence Agreement with TIRRA.
	2022/06/06	Staff discussed proposed conservation covenant with ThINC, agreement to defer. Staff will reengage with adjacent landowner to discuss more formal access arrangement.
	2022/07/27	Adjacent landowner wishes to continue with informal access agreement. Staff will continue with current access and will consider varied trail options as part of the covenant negotiations.
	2022/10/04	ITC Board rescinds resolution directing staff to negotiate a statutory right of way and related section 219 covenant with adjacent landowner.
	2023/05/30	Staff re-initiated discussion about access arrangement with adjacent landowner.
Total	79 covenants registered	

Islands Trust Conservancy Expenditure Tracking 2023-2024									
GL	Description	Islands Trust							
		Approved Budget	Contribution	SAR Grant	Total Available	Spent	Remaining	% Remaining	Committed Funds
50700-210	Admin. Support	\$ 326,086	\$ 326,086	\$ -	\$ 326,086	\$80,909	\$ 245,177	75%	\$ 245,177
54500-210	Communications	\$18,000	\$11,700	\$6,300	\$ 18,000	\$5,314	\$ 12,686	70%	\$ 12,269
56500-210	Contract Services	\$2,500	\$2,500		\$2,500	\$2,500	\$ -	0%	\$0
61100-210	Board Honoraria	\$ 7,000	\$ 7,000		\$ 7,000	\$2,550	\$ 4,450	64%	\$ 4,000
61200-210	Board Meeting Expense	\$ 1,425	\$ 1,425		\$ 1,425	\$0	\$ 1,425	100%	\$ 1,000
61210-210	Board Training & Conferences	\$ 1,600	\$ 1,600		\$ 1,600	\$0	\$ 1,600	100%	\$ -
61300-210	Property Management	\$159,930	\$102,430	\$57,500	\$ 159,930	\$15,432	\$ 144,498	90%	\$ 88,637
61500-210	Cons Planning / Land Securement	\$26,550	\$9,550	\$ 17,000	\$26,550	\$1,500	\$ 25,050	94%	\$ -
61600-210	Ecosystem Mapping	\$ 18,000	\$ 13,800	\$ 4,200	\$ 18,000	\$0	\$ 18,000	100%	\$ -
63000-210	Legal	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$10,917	\$ 9,083	45%	\$ 7,800
67500-210	Memberships	\$1,800	\$1,800		\$ 1,800	\$284	\$ 1,516	0%	\$ -
73001-210-8062	Project: ITC Plan First Nations Engagement	\$ 10,000	\$ 10,000		\$ 10,000	\$ -	\$ 10,000	0%	\$ -
75100-210	Salaries	\$ 578,225	\$ 448,225	\$ 130,000	\$ 578,225	\$227,092	\$ 351,133	61%	\$ 351,133
75110-210	Benefits	\$ 146,869	\$ 146,869		\$ 146,869	\$57,698	\$ 89,171	61%	\$ 89,171
79500-210	Subscriptions	\$400	\$400		\$ 400	\$20	\$ 380	95%	\$ -
80300-210	Mobile Devices	\$ 3,290	\$ 3,290		\$ 3,290	\$1,257	\$ 2,033	62%	\$ 2,033
81300-210	Training & Conferences	\$ 4,200	\$ 4,200		\$ 4,200	\$1,359	\$ 2,841	68%	\$ 399
81305-210	Travel for Training	\$ 2,500	\$ 2,500		\$ 2,500	\$1,500	\$ 1,000	40%	\$ -
82300-210	Travel	\$ 20,000	\$ 15,000	\$ 5,000	\$ 20,000	\$16,094	\$ 3,906	20%	\$ 1,622
		\$ 1,348,375	\$ 1,128,375	\$ 220,000	\$ 1,348,375	\$424,427	\$ 923,948	69%	\$ 803,241
Restricted Funds			Opening Balance	Revenue	Total Available	Spent	Remaining	Committed Funds	
0012 8820-622	Alton Maintenance Account		\$ 107,798	\$ 5,776	\$ 113,575	\$ 5,217	\$ 108,358	\$ 1,065	
	Ruby Alton Endowment Fund		\$ 139,760	\$ 3,196	\$ 142,956		\$ 142,956		
0012 8820-614	Opportunity Fund		\$ 100,216	\$ 20,127	\$ 120,342	\$ 12,950	\$ 107,392	\$ 1,400	
0012 8940-624	Covenant Mgmt and Defence Fund		\$ 118,894	\$ 1,438	\$ 120,332		\$ 120,332		
	Property Management Fund		\$ 10,936	\$ 132	\$ 11,068		\$ 11,068		
0012 8820-681	Lasqueti Island Acq Fund		\$ 30,465	\$ 362	\$ 30,827		\$ 30,827		
	Link Island Removal Fund		\$ 36,708		\$ 36,708		\$ 36,708		
	Western Screech Owl Project		\$ 25,049		\$ 25,049	\$ 9,585	\$ 15,464	\$ 5,294	
	Gambier Island Acq Fund		\$ 127,190	\$ (470)	\$ 126,720		\$ 126,720		
0012 8960-158	Morrison Waxler Legacy Fund		\$ 15,081	\$ 177	\$ 15,259		\$ 15,259	\$ 4,615	
0012 8944-844	Thetis Island Acq Fund		\$ 1,335	\$ 16	\$ 1,352		\$ 1,352		
0012 8820-649	McFadden Creek		\$ 21,886	\$ 244	\$ 22,130	\$ 1,260	\$ 20,870		