



Islands Trust Conservancy Board

Revised Agenda

Date: Tuesday, May 28, 2024
Time: 10:00 am
Location: Electronic Zoom Meeting

Pages

1. **CALL TO ORDER** 10:00 AM
2. **APPROVAL OF AGENDA**
3. **RISE AND REPORT**

There are no items identified from the March 19, 2024, in-camera meeting to Rise and Report on.
4. **MINUTES/COORDINATION**
 - 4.1 **Minutes of Meetings/Resolutions without Meetings**
 - 4.1.1 **ITC Board Draft Minutes of March 19, 2024** 5 - 13

For review and approval.
 - 4.2 **Follow-up Action List** 14 - 18
 - 4.3 **Staffing and Board Vacancy - Verbal Update**
5. **BUSINESS**
 - 5.1 **Items for Approval**

5.1.1 Islands Trust Conservancy Work Plan and Priorities - Request For Decision

Late item

- 1) That the Islands Trust Conservancy Board extend the Regional Conservation Plan by two years until December 2029.
- 2) That the Islands Trust Conservancy (ITC) Board rescind resolution ITC-2020-030: "That the ITC Board direct staff to complete an ITC Reconciliation Action Plan that incorporates actions in Goal 2 of the Regional Conservation Plan," to allow for consideration of First Nations engagement needs arising from ITC Plan engagement work.
- 3) That the Islands Trust Conservancy (ITC) Board remove the Climate Change Impacts Project from the ITC work program to enable staff to reevaluate the project.
- 4) That the Islands Trust Conservancy Board direct staff to pause Risk Management Policy development until property monitoring reports have been completed and First Nations engagement letters and information meetings for the ITC Plan have been sent and held.
- 5) That the Islands Trust Conservancy (ITC) Board authorize the ITC Manager to approve removal of up to ten trees at one time in ITC nature reserves, as identified as danger trees by an ISA Certified arborist, until a Risk Management Policy is approved.
- 6) That the Islands Trust Conservancy (ITC) Board delay work on nature reserve management plans until it receives an approved ITC Plan from the Minister of Municipal Affairs.

5.1.1.1 Late Item Material 19 - 28

5.1.2 Islands Trust Conservancy Communications and Engagement Strategy 2024 - 2026 - Request For Decision 29 - 46

That the Islands Trust Conservancy Board approve the 2024-2026 Islands Trust Conservancy Communications and Engagement Strategy.

5.1.3 Islands Trust Conservancy Submission for 2023-2024 Annual Report - Request For Decision 47 - 62

That Islands Trust Conservancy Board approve the text attached to the Request For Decision for inclusion in the 2023/24 Annual Report for approval by Trust Council and submission to the Minister of Municipal Affairs.

5.1.4 2025/26 ITC Budget - Request For Decision 63 - 65

That the Islands Trust Conservancy (ITC) Board direct staff to prepare an ITC Budget request, including budget allocation for \$220,000 associated with the Species at Risk Program, and to return to the ITC Board for review in July.

5.1.5 March 31, 2024 Audited Financial Statements - Request For Decision

Late item

That the Islands Trust Conservancy Board approve the Audited Financial Statements for the 2023/24 fiscal year, and refer the statements to Islands Trust Council for information.

	5.1.5.1 Late Item Material	66 - 113
5.1.6	Ruby Alton House Visit - Request For Decision	114 - 115
	1) That the Islands Trust Conservancy (ITC) Board authorize the ITC Chair to enter the Ruby Alton House, Salt Spring Island, on its behalf to inspect the condition of the house.	
	2) That the Islands Trust Conservancy Board direct staff to notify the tenant of the Ruby Alton House of its intention to enter the premises to inspect the condition of the house as per the rental agreement, dated October 1, 2012.	
5.1.7	<i>Referral of Ministerial response to ITC Plan submission to Trust Council - Request For Decision</i>	116 - 121
	That the Islands Trust Conservancy (ITC) Board refer the letter from the Minister of Municipal Affairs, dated January 29, 2024, and the ITC response, dated May 10, 2024, regarding the Islands Trust Conservancy Plan (Trust Fund Plan) to Islands Trust Council for information.	
5.2	Items for Discussion/Direction	
5.2.1	Regional Conservation Plan - 3 year Work Plan - Briefing	122 - 151
5.2.2	ITC Risk Management Policy - Briefing	152 - 154
5.2.3	ITC Plan: First Nations Engagement - Briefing	155 - 160
5.3	Correspondence	
	None.	
5.4	Updates for Information	
5.4.1	Public Acquisitions Report	161 - 162
5.4.2	Public Covenants Report	163 - 168
5.4.3	Budget Report	169 - 169
5.4.4	Executive Committee - Verbal Update	
5.4.5	Financial Planning Committee - Verbal Update	
5.4.6	Trust Council - Verbal Update	
5.4.7	ITC Report to Trust Council	
5.4.8	Governance Committee - Verbal Update	
5.4.9	Trustee Roundtable	
6.	PUBLIC COMMENTS AND DELEGATIONS	
7.	NEW BUSINESS	

8. NEXT MEETING

Tuesday, July 23, 2024 in Victoria office Boardroom

Board Meeting from 10:00 a.m. to 1:00 p.m.

Board - Executive Committee Liaison Meeting from 1:00 p.m. to 3:00 p.m.

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, s.90, (1)(e)the acquisition, disposition or expropriation of land or improvements, as the Islands Trust Conservancy Board considers that disclosure could reasonably be expected to harm the interests of the Islands Trust Conservancy; (1)(i)the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and that the recorder and staff attend the meeting.

10. ADJOURNMENT

1:00 PM



Islands Trust Conservancy Board

Minutes of the Regular Meeting

Date: Tuesday, March 19, 2024
Time: 10:00 a.m.
Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

Board Members Present Risa Smith, Chair
Lisa Gauvreau, Vice Chair
Charles Kahn, Trustee
Ken Thomas, Trustee (attended electronically and left the meeting at 11:20 a.m.)
Susan Yates, Trustee
Tobi Elliott, Trustee

Staff Present Clare Frater, Director, Trust Area Services (left the meeting at 1:55 pm)
Corlynn Strachan, Administrative Assistant/Recorder (attended electronically)
Erica Wheeler, Species at Risk Program Coordinator (attended electronically)
Jemma Green, Covenant Management & Outreach Specialist
Kate Emmings, Manager
Kathryn Martell, Ecosystem Protection Specialist
Mike Richards, Strategic Fund Development Specialist

Public Present There was one member of the public present as an attendee.

1. CALL TO ORDER

Chair Smith called the meeting to order at 10:09 a.m. Trustee Yates provided a land acknowledgement.

2. APPROVAL OF AGENDA

The following addition to the agenda was presented for consideration:

- Under 8.0 New Business – Add Agenda Items for the Next Meeting (time permitting)

By general consent, the agenda was approved as amended.

2.1 Agenda Context Notes

Received for information.

3. CLOSED MEETING

3.1 Motion to Close the Meeting

ITC-2024-007

It was MOVED and SECONDED,

that the meeting be closed to the public in accordance with the Community Charter, Part 4 Division 3, section: 90 (1) (e) the acquisition, disposition or expropriation of land or improvements, if the islands Trust Conservancy Board considers that disclosure could reasonably be expected to harm the interests of the Islands Trust Conservancy; (g) litigation or potential litigation affecting the Islands Trust Conservancy; (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and that staff be invited to remain in the meeting.

CARRIED

The meeting was closed to the public at 10:14 a.m. and adjourned for lunch from 12:05 p.m. until 1:00 p.m.

The meeting reconvened at 1:07 p.m.

4. RISE AND REPORT

From the January 23, 2024 in-camera meeting

- The Islands Trust Conservancy Board instructed staff to proceed with the development of a risk management policy for all nature reserves, which includes warning users of the risk of danger trees.
- The Islands Trust Conservancy Board directed staff to begin work on signage for the S’ul-hween X’pey (Elder Cedar) Nature Reserve on Gabriola Island, to address risk management efforts.

From the March 19, 2024 in-camera meeting

- There were no items for rise and report.

5. MINUTES/COORDINATION

5.1 Minutes of Meetings/Resolutions without Meetings

5.1.1 Approval of the January 23, 2024 Regular Meeting Minutes

The following amendment to the minutes were presented for consideration:

Remove “on the Natural Area Protection Tax Exemption Program (NAPTEP)” in the first part of the sentence under Item 5.4.6.

By general consent, the minutes were adopted as amended.

5.2 Follow-up Action List

Received for information.

6. BUSINESS

6.1 Items for Approval

6.1.1 Islands Trust Conservancy Plan – Minister’s Response & Project Charter – Request for Decision

Manager Emmings presented the request for decision and advised any new acquisitions or covenants need to come to the Minister for review before the Board signs off on them.

Discussion ensued on:

- If Islands Trust Conservancy (ITC) is able to work with the new Administrative Coordinator position for First Nation referrals. Director Frater advised the role of the Administrative Coordinator position is to manage the contacts and establish the contact database for First Nations, and the ITC Administrative Assistant would still be responsible for production of correspondence.
- Potential of filling the new Property Management Team Lead position with a current ITC member through a temporary assignment, to provide higher level experience and relieve the ITC Manager of some workload. Director Frater clarified the position needs to be classified first and decisions on when and how to post the position falls with the Chief Administrative Officer.
- Capacity of Trust Area Services and ITC, balancing priorities during hiring of the CAO position and policy statement work, and potentially hiring a consultant
- Including ITC Board priorities as an agenda item (new business item for next agenda)
- Requesting provincial funding to support ITC
- Not deferring the plan to 2027
- Advising the Minister that ITC is starting engagement with First Nations but may require an extension depending on First Nation response time
- Timeline and next steps to engage with First Nations, including sending a letter to First Nations from the ITC Chair, inviting them to co-write the plan and craft mutual priorities (this would not be treated as a referral process)
- Working together with First Nations to define and work on conservation
- Using a survey to determine First Nations main interests
- Taking an open approach and letting nations tell us what is important to them

ITC-2024-008

It was MOVED and SECONDED,

that the Islands Trust Conservancy (ITC) Board direct staff to respond to the Minister of Municipal Affairs letter, dated January 29, 2024, acknowledging directions in the letter regarding the ITC Plan and requesting:

- a. Authorization to invest ITC funds as permitted under the provisions of the *Trustee Act*; and,
- b. Direction regarding interaction with the Minister regarding management of new acquisitions of covenants and nature reserves.

CARRIED

ITC-2024-009

It was MOVED and SECONDED,

that the Islands Trust Conservancy (ITC) Board approve the Project Charter, dated March 19, 2024, for the development of the 2026-2030 ITC Plan.

CARRIED

6.1.2 Land Securement Policy Revisions - Request for Decision

Manager Emmings presented the request for decision and noted that the policy amendments reflect the Board's direction for early First Nations engagement prior to approval of securement projects.

ITC-2024-010

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board approve Policy 2.2, Assessing Conservation Proposals, as revised.

CARRIED

ITC-2024-011

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board approve Policy 2.3, Acquisition and Management of Land, as revised.

CARRIED

ITC-2024-012

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board approve Policy 2.4, Conservation Covenants, as revised.

CARRIED

6.1.3 Doris McHardy NAPTEP Proposal (North Pender) – Request for Decision

Ecosystem Protection Specialist Martell presented the request for decision advising the parcel is smaller than allowed based on current policy, however the parcel is adjacent to the Lisa Baile Nature Reserve, provides continuation, and species at risk habitat. The application has been forwarded to the Minister for review.

ITC-2024-013

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board approve the conservation proposal submitted by Sara Miles, Mike Timmins, and Vivian Mitchell, to place a NAPTEP covenant on approximately 0.6 ha of North Pender Island, PID: 005-837-651, Lot 6, Sections 18 and 22, Pender Island, Cowichan District, Plan 6294, subject to review of First Nations responses and to Ministerial approval, to protect woodlands and herbaceous habitats, maturing dry Douglas-fir forest, and adjacent protected areas.

CARRIED

6.1.4 Trincomali Nature Sanctuary (Galiano) Groundwater Monitoring Request - Request for Decision

Chair Smith declared a conflict of interest and left the meeting at 2:33 pm. Trustee Gauvreau stepped in as Vice-Chair.

Manager Emmings presented the request for decision.

Discussion ensued on if there were residences on the nature reserve prior to the transfer and staff confirmed that there were not but that wells are sometimes drilled when development is being considered.

ITC-2024-014

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board approve the request from the Galiano Conservation Association to install a water meter at the existing drilled well on Trincomali Nature Sanctuary to log water levels and temperature data to inform a water conservation project on Galiano Island, subject to:

- 1) Proper installation as guided by the Water Sustainability Act and Groundwater Protection Regulation regarding work in and around groundwater wells;
- 2) Removal of all equipment at the end of the project.

CARRIED

6.1.5 Galiano Conservation Association Funding Request for 2024 Salish Sea Conservation Forum – Request for Decision

Strategic Fund Development Specialist Richards presented the request for decision and advised the event was originally planned for April 2024, but due to lack of partner availability, Galiano Conservation Association is postponing to the fall of 2024.

Discussion ensued on which fund this would come from and preference is for this not to come from the Opportunity Fund.

ITC-2024-015

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board approve a contribution of \$3,500 to support the 2024 Salish Sea Conservation Forum on Galiano Island as it assists Islands Trust Conservancy to meet objectives 1.3 and 4.2 of the 2018-2027 Regional Conservation Plan.

CARRIED

Chair Smith returned to the meeting at 2:42 p.m.

6.2 Items for Discussion/Direction

6.2.1 Public Applications Update – Briefing

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Manager Emmings provided the Board with a status update for conservation projects following the decision to decline approval of the ITC Plan by the Minister of Municipal Affairs.

- Crystal Mountain Nature Reserve – waiting for updates regarding the concurrent rezoning application
- Robert Leader NAPTEP Covenant – not sent to First Nations, older application
- Koontz NAPTEP Covenant, received in 2023 – was sent to Minister’s office for review, requesting a quick response

6.3 Correspondence

6.3.1 ITC Plan, Minister’s Response Letter, dated 2024-01-29

Received for information.

6.3.2 Harrington Book Launch Request Letter, dated 2024-02-19

Manager Emmings advised Sheila Harrington has requested support for her book launch, there is no policy on this, and it would be good to have Board direction on a response.

Discussion ensued on not supporting financially, setting a precedence, and staff/board capacity.

ITC-2024-016

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board decline the request from Sheila Harrington to financially support the launch of her book.

CARRIED

6.3.3 SS-DVP-2023.5 Notice and Permit, received 2024-02-05

Received for information.

6.3.4 NP-DVP-2023.1 Notice, received 2024-02-05

Received for information.

6.3.5 NP-DVP-2023.5 Notice, received 2024-02-05

Received for information.

6.4 Updates for Information

6.4.1 Public Acquisitions Report

Received for information.

6.4.2 Public Covenants Report

Received for information.

6.4.3 Budget Report

Received for information.

6.4.4 BC Kelp Resiliency Research Update

Received for information.

6.4.5 Elder Cedar Signage

Received for information.

6.4.6 Executive Committee Update (verbal)

Trustee Elliott advised that Executive Committee (EC) really wants to keep meeting with the Islands Trust Conservancy (ITC) to strategize on how to gain support from the province. ITC communications and story telling at Trust Council and at Financial Planning Committee is needed. Next Trust Council is on Salt Spring, and will include the 50th Islands Trust anniversary celebration, where there is good opportunity to showcase ITC, and there will possibly be ministry attendance. EC will be looking at the Governance Report in June.

ITC-2024-017

It was MOVED and SECONDED,

that the Islands Trust Conservancy (ITC) Board request that the Executive Committee set aside 45 minutes for an ITC presentation to Trust Council at the June 2024 meeting.

CARRIED

6.4.7 Financial Planning Committee Update (none)

6.4.8 Trust Council Update (verbal)

Trustee Elliott advised the budget passed. The ITC report to Trust Council in this agenda packages is the summary that Manager Emmings provided.

Chair Smith also advised she gave a very short report to Trust Council and if anyone would like to view her speaking points, let her know.

6.4.9 ITC Report to Trust Council (quarterly report)

Received for information.

6.4.10 Governance Committee Update (verbal)

Trustee Gauvreau advised the Governance Committee is a standing committee that oversees the organization's governance structure, ensuring transparency

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and efficiency. Responsibilities include reviewing policies and communications, and providing recommendations to Trust Council, with the main goal is effective governance. The Committee is currently reviewing the 2022 governance review. Committee members are evaluating and summarizing the recommendations.

The current Trust Council has yet to assess the review formally and the report was recently forwarded to staff for input. Trustee Gauvreau commented it is important to hear from both staff and Trustees on the 50 recommendations on the report before proceeding further. The report needs to be reviewed and discussed at Trust Council before a letter is drafted to the province. A special meeting has been planned with Great Northern Management, the original consultants of the 2022 plan. A meeting date is anticipated for the end of June.

The Committee is gathering legal opinions that led to the September presentation at Trust Council and the legislative mandate under section 3 of the *Islands Trust Act*. In September, Islands Trust Council selected interpretations of the Islands Trust's mandate and released a statement about interpretation, which is available online.

At the January meeting, a Committee member raised a point of order regarding the voting procedure for the ITC ex-officio member. The committee discussed whether or not the ITC ex-officio is eligible to vote as the bylaw is unclear given that the Trust Council Chair ex-officio is not eligible to vote. This matter and the Committee's Terms of Reference will be added to a future meeting as Committee Chair Gedye has ruled that unless the bylaw states otherwise, the ex-officio member will have voting rights. Trustee Gauvreau advised she is enjoying being a full member of the Governance Committee.

6.4.11 Trustee Roundtable (none)

7. PUBLIC COMMENTS AND DELGATIONS

One member of the public from Gabriola joined the meeting as an attendee but did not have specific items to address.

8. NEW BUSINESS

Agenda Items for the Next Meeting:

- Discussion on ITC priorities
- ITC work plan

9. NEXT MEETING

The next meeting will be held electronically on May 28, 2024 at 10:00 am

10. ADJOURNMENT

ITC-2024-018

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board meeting adjourn at 3:09 p.m.

Risa Smith, Chair

Certified Correct:

Corlynn Strachan, Administrative Assistant/Recorder

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Follow Up Action Report

Trust Conservancy Board

26-Nov-2019

Activity	Responsibility	Dates	Status
<p>1 Staff to:</p> <ul style="list-style-type: none"> 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. 	<p>Jemma Green Kathryn Martell</p>	<p>Target: 28-May-2024</p>	<p>Completed</p>

06-Oct-2020

Activity	Responsibility	Dates	Status
<p>1 DELAYED - Staff to complete an ITC Reconciliation Action Plan that incorporates actions in Goal 2 of the Regional Conservation Plan.</p>	<p>Kate Emmings</p>	<p>Target: 31-Jan-2025</p>	<p>In Progress</p>

25-May-2021

Activity	Responsibility	Dates	Status
<p>1 Staff to move forward with the Crystal Mountain Society proposal to register a Statutory Right of Way across Lot A on the upper ridge, in favour of Islands Trust Conservancy, to provide legal access to the eastern part of Lot A via the legal easement across neighbouring Lots B and C.</p>	<p>Kathryn Martell</p>	<p>Target: 31-Dec-2024</p>	<p>In Progress</p>



Follow Up Action Report

Trust Conservancy Board

18-Jul-2023

Activity	Responsibility	Dates	Status
1 As directed by the Board, staff to defer the Ruby Alton Management Plan approval.	Nuala Murphy	Target: 28-May-2024	In Progress

21-Nov-2023

Activity	Responsibility	Dates	Status
1 Staff to explore opportunities for engaging the public in nature reserve monitoring, as appropriate.	Micaela Yawney Nuala Murphy	Target: 28-May-2024	Completed

23-Jan-2024

Activity	Responsibility	Dates	Status
1 Staff to review the Municipal Insurance Association risk-management policy and possibly bring information back to the Board for the May meeting.	Kate Emmings Nuala Murphy	Target: 28-May-2024	Completed
2 Staff to proceed with the development of a risk management policy for all nature reserves, which includes warning users of the risk of danger trees.	Kate Emmings Nuala Murphy	Target: 28-May-2024	In Progress

19-Mar-2024

Activity	Responsibility	Dates	Status
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Follow Up Action Report

Trust Conservancy Board

19-Mar-2024

Activity	Responsibility	Dates	Status
<p>1 Staff to respond to the Minister of Municipal Affairs letter, dated January 29, 2024, acknowledging directions in the letter regarding the ITC Plan and requesting:</p> <ul style="list-style-type: none"> a. Authorization to invest ITC funds as permitted under the provisions of the Trustee Act; and, b. Direction regarding interaction with the Minister regarding management of new acquisitions of covenants and nature reserves. 	Kate Emmings	Target: 28-May-2024	Completed
<p>2 Staff to move forward with the ITC Board approved Project Charter, dated March 19, 2024, for the development of the 2026-2030 ITC Plan.</p>	Kate Emmings	Target: 28-May-2024	Completed
<p>3 Staff to complete the edits for the Islands Trust Conservancy Board approved policies:</p> <ul style="list-style-type: none"> ·Policy 2.2, Assessing Conservation Proposals, as revised. ·Policy 2.3, Acquisition and Management of Land, as revised. ·Policy 2.4, Conservation Covenants, as revised. 	Corlynn Strachan Kate Emmings	Target: 28-May-2024	Completed



Follow Up Action Report

Trust Conservancy Board

19-Mar-2024

Activity	Responsibility	Dates	Status
<p>4 Staff to move forward with the Islands Trust Conservancy Board approved conservation proposal submitted by Sara Miles, Mike Timmins, and Vivian Mitchell, to place a NAPTEP covenant on approximately 0.6 ha of North Pender Island, PID: 005-837-651, Lot 6, Sections 18 and 22, Pender Island, Cowichan District, Plan 6294, subject to review of First Nations responses and to Ministerial approval, to protect woodlands and herbaceous habitats, maturing dry Douglas-fir forest, and adjacent protected areas.</p>	Kathryn Martell	Target: 31-Dec-2024	Completed
<p>5 Staff to move forward with the Islands Trust Conservancy Board approved request from the Galiano Conservation Association to install a water meter at the existing drilled well on Trincomali Nature Sanctuary to log water levels and temperature data to inform a water conservation project on Galiano Island, subject to:</p> <ol style="list-style-type: none"> 1) Proper installation as guided by the Water Sustainability Act and Groundwater Protection Regulation regarding work in and around groundwater wells; 2) Removal of all equipment at the end of the project. 	Nuala Murphy	Target: 05-Apr-2024	Completed



Follow Up Action Report

Trust Conservancy Board

19-Mar-2024

Activity	Responsibility	Dates	Status
<p>6 Staff to move forward with the Islands Trust Conservancy Board approved contribution of \$3,500 to support the 2024 Salish Sea Conservation Forum on Galiano Island as it assists Islands Trust Conservancy to meet objectives 1.3 and 4.2 of the 2018-2027 Regional Conservation Plan.</p>	Mike Richards	Target: 28-May-2024	Completed
<p>7 Staff to notify Sheila Harrington the Islands Trust Conservancy Board declined her request to financially support the launch of her book.</p>	Kate Emmings	Target: 28-May-2024	Completed
<p>8 The Islands Trust Conservancy (ITC) Board to request that the Executive Committee set aside 45 minutes for an ITC presentation to Trust Council at the June 2024 meeting.</p>	Clare Frater Kate Emmings	Target: 28-May-2024	Completed



REQUEST FOR DECISION

To: ITC Board **For the Meeting of:** May 28, 2024
From: Staff **Date Prepared:** May 21, 2024
SUBJECT: ITC Work Plan and Priorities

RECOMMENDATIONS:

- 1) That the Islands Trust Conservancy Board extend the Regional Conservation Plan by two years until December 2029.
 - 2) That the Islands Trust Conservancy (ITC) Board rescind resolution ITC-2020-030: “That the ITC Board direct staff to complete an ITC Reconciliation Action Plan that incorporates actions in Goal 2 of the Regional Conservation Plan,” to allow for consideration of First Nations engagement needs arising from ITC Plan engagement work.
 - 3) That the Islands Trust Conservancy (ITC) Board remove the Climate Change Impacts Project from the ITC work program to enable staff to reevaluate the project.
 - 4) That the Islands Trust Conservancy Board direct staff to pause Risk Management Policy development until property monitoring reports have been completed and First Nations engagement letters and information meetings for the ITC Plan have been sent and held.
 - 5) That the Islands Trust Conservancy (ITC) Board authorize the ITC Manager to approve removal of up to ten trees at one time in ITC nature reserves, as identified as danger trees by an ISA Certified arborist, until a Risk Management Policy is approved.
 - 6) That the Islands Trust Conservancy (ITC) Board delay work on nature reserve management plans until it receives an approved ITC Plan from the Minister of Municipal Affairs.
-

1 PURPOSE: To provide information to the Islands Trust Conservancy (ITC) Board regarding the 2024/25 ITC Work Plan and seek guidance on ITC priorities.

2 BACKGROUND:

ITC Work Plan

ITC work programs consist of two components:

- 1) **Routine Annual Work Programs**, which are consistent and predictable, and are directed by ITC Board approved policy, plans, and strategies (see attached).

Routine annual work program items fall generally into the following categories:

- **Administrative:** includes staff management, recruitment and orientation, financial management and reporting, annual audits and grant reports, and administration of ITC grant programs
- **Property Management:** includes annual monitoring program, species surveys, management planning, habitat restoration, recreation management, signage, etc.
- **Communications:** includes development of the Annual Report, the Heron newsletter, news releases and media relations, outreach support, social media posting and management, etc.

- Fund Development: includes donor outreach and stewardship, outreach and stewardship of relationships with estate planning professionals and financial advisors, annual WillPower campaign management, management of donation drives and tax receipting
- Land Securement: includes evaluation of conservation proposals and negotiation of all land transactions including conservation covenants, land transfers and leases.
- Strategic Planning: includes development of plans, strategies and policies, collection of information (e.g. mapping data, scientific information, Indigenous Knowledge), analysis of information (e.g. priority area modelling) and annual work planning.

Routine annual work program items are directed by the ITC Board through [ITC Policies](#), and the following plans and strategies:

- ITC Five-Year Plan (under development)
- [Regional Conservation Plan](#)
- [Securement Strategy](#)
- [Property Management Strategy](#)
- Fund Development Strategy and Fund Development Action Plan
- Communications and Engagement Strategy (draft provided for ITC Board approval)

Where work items do not follow approved policy, plans and strategies, the Board directs the work of staff through approval of project charters or via resolution.

- 2) **Special Projects**, which need to fit within regular work programs or which require thoughtful consideration of items that can be deferred.

Currently, the ITC Board has the following six Special Projects underway and there are five significant administrative projects (see table, below).

Project Name	Project Summary	Project Status
Board Approved		
2026-2030 ITC Plan Development	Purpose: To develop a 2026-2030 Five-Year Trust Fund Plan (ITC Plan) that includes opportunities for early and meaningful engagement with First Nations. (see attached Project Charter for details) <u>Staff resources:</u> Manager; Administrative Assistant	Approved March 2024 In Progress
Climate Change Impacts Project	Purpose: To conduct a pilot analysis of climate change impacts, including the opportunities for ITC properties to contribute to climate change mitigation and adaptation where possible, for 2—3 ITC Nature Reserves, as a first step in adapting ITC’s work to best protect local species and ecosystems through climate futures. (see attached Project Charter for details) <u>Staff resources:</u> Ecosystem Protection Specialist	Approved November 2021 Delayed by Board resolution
Reconciliation Action Plan Development	ITC-2020-030 It was MOVED and SECONDED, that the ITC Board direct staff to complete an ITC Reconciliation Action Plan that incorporates actions in Goal 2 of the Regional Conservation Plan. <u>Staff resources:</u> Manager	Approved October 2020 Delayed by Board resolution

Species at Risk Program	<p>Purpose: To implement a Species at Risk program for the Islands Trust Conservancy (ITC) that contributes to the recovery of species at risk and the conservation of wildlife and habitat in the Islands Trust Area. (see attached Project Charter for details)</p> <p><u>Staff resources:</u> Species at Risk Program Coordinator</p>	<p>Approved October 2020</p> <p>In Progress</p>
Risk Management Policy Development	<p>No project charter. January 23, 2024 meeting, the ITC Board directed staff to develop a risk management policy for all nature reserves, which includes warning users of the risk of danger trees.</p> <p><u>Staff resources:</u> Manager, Property Management Specialist</p>	<p>Approved January 2024</p> <p>In Progress</p>
Confidential Projects	<p>Information in prior and current ITC in camera meeting packages. Work on one particular project is significant.</p> <p><u>Staff resources:</u> Manager, Property Management Specialist, Communications Specialist</p>	<p>Approved October 2023</p> <p>In Progress</p>
Administrative Projects		
Trust-wide Projects		
CityView transition	<p>Replacement Software for Applications (TAPIS Info). The new software will be Trust-wide and is managed by the Director of Planning Services. Transition has been implemented. Some training remains and file updates are required as well as procedures for use.</p> <p><u>Staff resources:</u> Manager, Ecosystem Protection Specialist (ITC lead) and Administrative Assistant</p>	<p>In Progress, will conclude by end of 2024</p>
DigiKam Photo Management	<p>Recently reinitiated. The new software will be Trust-wide and is managed by the Director of Trust Area Services. Software is required for quick access and search of photos for communications purposes.</p> <p><u>Staff resources:</u> Communications Specialist (Project Lead)</p>	<p>In Progress, timeline for completion unknown</p>
CRM Software Transition	<p>Replacement Software for ITC's current CRM which holds donor and contact information. The new software will be Trust-wide and is managed by the Director of Legislative Services.</p> <p><u>Staff resources:</u> Strategic Fund Development Specialist (ITC lead), Communications Specialist, Administrative Assistant</p>	<p>Deferred to 2025</p>
Islands Trust Conservancy Projects		
Technology in the Field	<p>Project to enable use of digital forms and field data collection, including geolocation technology.</p> <p><u>Staff resources:</u> GIS Tech (lead), Property Management Specialist, Covenant Management and Outreach Specialist, Ecosystem Protections Specialist</p>	<p>In progress, will conclude Fall 2024</p>
Property Management Software	<p>Special Project to develop a system for managing information about ITC conservation areas. Includes \$15,000 contract budget.</p>	<p>October 2024 to March 2025</p>

	<u>Staff resources:</u> Manager/Property Management Team Lead (lead), Property Management Specialist, Covenant Management and Outreach Specialist	
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Recommended ITC Priorities

The ITC Board typically provides direction to staff about its priorities in January or March of each year. The ITC Board has been delayed in the review of its priorities due to staff capacity, including a seven-week leave and gradual return to work for the ITC Manager, mid-October 2023 to January 2024. Resolutions passed by the Board at the May 28, 2024 meeting will direct staff work programs until early 2025.

Following a review of work items staff recommend the following:

- 1) A recent review of the work plan for the ITC Regional Conservation Plan (RCP) has identified several delayed work items (see briefing note in this ITC Board package). Delays were primarily due to significant staff changes in 2018-2019 and the COVID pandemic work interruptions in 2020-2021. Staff recommend extending the timeline of the RCP to accommodate the proposed RCP work plan.
- 2) Work on the Climate Change Impacts Project has not progressed and staff recommend cancelling the project and review the project direction following the hiring of the Property Management Team Lead.
- 3) Work on the ITC Reconciliation Action Plan (RAP) has not progressed and staff recommend cancelling work on the RAP and reconsideration of next steps following the ITC Plan First Nations engagement planned in summer and fall of 2024.
- 4) ITC property management staff are currently very busy with property monitoring and work on administrative projects to improve data collection and storage.
- 5) ITC Manager time is limited as the current ITC Manager will be leaving the role in June 2024 for a sixteen month temporary assignment and time will be required to recruit and orient a new A/ITC Manager.
- 6) Property management staff time and ITC Manager time are both required to develop a Risk Management Policy and staff recommend that this work be delayed until other work items are completed. While operating without a Risk Management Policy, staff recommend continuing to manage land according to "[Policy 2.3 Acquisition and Management of Land](#)" and authorizing the ITC Manager to approve the removal of up to ten danger trees at one time from an ITC nature reserve.
- 7) Property Management Plans have been on hold due to unknown approval requirements from the Minister of Municipal Affairs and changing needs associated with First Nations engagement. While the ITC Plan is under development, staff recommend pausing work on new or revised management plans.

3 IMPLICATIONS OF RECOMMENDATION:

ORGANIZATIONAL: Should the ITC Board approve staff recommendations, focus for 2024/25 will be placed upon:

- ITC Plan development, including First Nations Engagement
- Implementation of the Regional Conservation Plan Work Plan
- Hiring and orientation of a Property Management Lead and A/ITC Manager

FINANCIAL: None.

POLICY: Delay of development of the ITC Risk Management Policy until 2025.

IMPLEMENTATION/COMMUNICATIONS: Staff will proceed as directed.

FIRST NATIONS: Development of the Reconciliation Action Plan (RAP) has stalled and if the ITC Board endorses staff recommendations, it will be removed from the ITC work program. Staff will focus on First Nations engagement associated with the ITC Plan and will return to the ITC Board with the results of that engagement. At that time, the ITC Board may wish to redirect staff to develop a RAP or may consider other ways to move forward its Reconciliation work.

CLIMATE CHANGE: Development of the Climate Change Impacts Project has stalled and if the ITC Board endorses staff recommendations, it will be removed from the ITC work program. Staff will consider recommending further work following the recruitment and orientation of the Property Management Team Lead.

OTHER: The amount of work currently in the ITC work program is significant and it is essential that the ITC Board indicate its priorities to staff. If staff recommendations do not represent the desired direction of the ITC Board, the ITC Board should consider which other programs it wishes to delay in order to make efficient use of staff time. Staff recognize the challenges presented by selected priorities and encourage the ITC Board to consider that setting priorities does not preclude elevating today's lower priority projects to high priority projects in future years.

4 RELEVANT POLICY(S):

- [Policy 1.3, ITC Board Roles and Responsibilities](#)
- [Policy 2.1 Board Approval of Projects and Transactions](#)

5 ATTACHMENT(S):

- 1) Islands Trust Conservancy Routine Annual Work Items
- 2) ITC Five Year Plan Project Charter, March 19, 2024
- 3) Climate Change Impacts, Phase 1 Project Charter, November 23, 2021
- 4) Species at Risk Program Project Charter, version 3, January 24, 2023

RESPONSE OPTIONS

Recommendation(s):

- 1) That the Islands Trust Conservancy Board extend the Regional Conservation Plan by two years until December 2029.
- 2) That the Islands Trust Conservancy (ITC) Board rescind resolution ITC-2020-030: "That the ITC Board direct staff to complete an ITC Reconciliation Action Plan that incorporates actions in Goal 2 of the Regional Conservation Plan," to allow for consideration of First Nations engagement needs arising from ITC Plan engagement work.
- 3) That the Islands Trust Conservancy (ITC) Board remove the Climate Change Impacts Project from the ITC work program to enable staff to reevaluate the project.
- 4) That the Islands Trust Conservancy Board direct staff to pause Risk Management Policy development until property monitoring reports have been completed and First Nations engagement letters and information meetings for the ITC Plan have been sent and held.
- 5) That the Islands Trust Conservancy (ITC) Board authorize the ITC Manager to approve removal of up to ten trees at one time in ITC nature reserves, as identified as danger trees by an ISA Certified arborist, until a Risk Management Policy is approved.
- 6) That the Islands Trust Conservancy (ITC) Board delay work on nature reserve management plans until it receives an approved ITC Plan from the Minister of Municipal Affairs.

Alternatives: as directed by the ITC Board.

Prepared By: Kate Emmings, Manager, Islands Trust Conservancy

Islands Trust Conservancy Routine Annual Work Items

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Notes
Administrative													
Audit			Orange	Orange	Orange								
Budget Preparation	Orange				Orange				Orange	Orange	Orange	Orange	
Financial Reporting	Orange			Orange			Orange			Orange			
Board Meeting & Prep	Blue		Blue		Blue		Blue		Blue		Blue		Lead by ITC Manager
Performance Reviews				Blue	Blue	Blue							Primarily ITC Manager
Grant Reporting (SAR)			Yellow	Yellow					Yellow			Yellow	
Contract Preparation			Blue	Blue	Blue	Blue				Blue	Blue	Blue	Primarily ITC Manager and property management staff
Opp. Fund Intake		Red	Red					Red	Red				
Property Management													
Monitoring				Green	Green	Green	Green	Green	Green	Green			breach/trespass remedy inspections
Monitoring & Breach/Trespass Reports	Green									Green	Green	Green	
Monitoring Prep		Green	Green	Green									
Invasive Species Management				Green	Green	Green	Green						Some species will occur outside this timeframe
Species at Risk Surveys			Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow			Some species will occur outside this timeframe
Habitat Restoration		Green	Green	Green					Green	Green	Green		Some restoration will occur outside of these windows
Trail Maintenance			Green	Green	Green								Ideal timing
Signage			Green	Green	Green								Ideal timing
Danger Tree Removal	Green									Green	Green	Green	Ideal timing
Co-op Student Hiring		Green	Green	Green									
Communications													
Annual Report			Purple	Purple	Purple			Purple					contributions from staff
Heron Newsletter		Purple	Purple			Purple	Purple			Purple	Purple		contributions from staff
Celebrations			Purple				Purple	Purple	Purple				
Year End Giving										Purple	Purple	Purple	
Community Outreach					Purple	Purple	Purple	Purple					
Fund Development													
Year End Giving	Red									Red	Red	Red	
WillPower Campaign				Red				Red	Red				
Donor Stewardship	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	
Gift Advisor Outreach					Red	Red	Red	Red	Red	Red	Red		
Land Securement													
Application Review		Green	Green										
Negotiation				Green	Green	Green	Green	Green	Green				
Registration										Green	Green		
Record Management	Green											Green	There is a great deal of variation of timing, but this is a typical timeline
Strategic Planning													
Annual Work Planning	Blue	Blue										Blue	Lead by ITC Manager
RCP Work Plan Updates	Blue	Blue										Blue	Lead by Ecosystem Protection Specialist
Policy Development						Orange	Orange	Orange					
Mapping updates		Green	Green	Green									
School Holidays													
	Grey		Grey				Grey					Grey	Typical Holiday times
ITC Manager							Orange	Orange					Note: ITC Manager is also responsible for hiring. ITC historically runs about two hiring competitions each year, excluding the Co-op position. Hiring competitions are three months long and take 40-50 hours.
Ecosystem Protection Specialist							Green	Green					
Strategic Fund Development Specialist							Red	Red					
Property Management Specialist							Green	Green					
Covenant Management and Outreach Specialist							Green	Green					
Communications Specialist							Purple	Purple					
Species at Risk Coordinator							Yellow	Yellow					
All Staff							Blue	Blue					

2026-2030 ITC 5-Yr Plan Development - Charter v2

Islands Trust Conservancy

Date: March 19, 2024

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

Background Under the *Islands Trust Act* the Islands Trust Conservancy must submit a Trust Fund Plan (ITC Plan) to the Minister at least every five years. The ITC Plan must include: (a) policies on acquisition, management and disposal of property; (b) policies on investment of money; (c) goals for major acquisitions of property; and, (d) other matters as required by the Minister. In January 2024, the Minister declined to approve the Interim 2023-2025 ITC Plan and directed the ITC Board to “take more time to adequately engage with the First Nations that have expressed interest in deeper conversations about the philosophy of the Conservancy and what approaches the Conservancy is taking to preserve and protect the trust area.”

Objectives

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

In Scope

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

Out of Scope

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

Workplan Overview

Deliverable/Milestone	Date
First Nations Engagement Plan complete	March 19, 2024
First Nations Engagement	April 2024 - April 2025
ITC Plan development	January—March 2025
Board approval of Draft ITC Plan	April 30, 2025
Referrals to conservancy partners, local trust committees/Bowen Municipal Council, Trust Council	May—September, 2025
Revisions completed and final plan approved by ITC Board	November 30, 2025
Final plan sent to Minister for approval	December 1, 2025

Project Team

Director, Trust Area Services	Project Sponsor/ Islands Trust and Ministry Liaison
ITC Manager	Project Manager
ITC Team	Project collaborators
Senior Indigenous Relations Advisor	Collaboration on First Nations Engagement

Approved by:

ITC Board

Date: Mar. 19, 2024

Endorsement:

Resolution #:

ITC-2024-009

Budget

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

Item	Cost
2024/25: Honoraria (First Nations)	\$20,000
2025/26: Graphic Design	\$1,500
2024/25: Mtg expenses & support	\$7,500
2025/26: Legal	\$6,000
Total	\$35,000

Climate Change Impacts Project – Phase I

Project Charter v2

Purpose: To conduct a pilot analysis of climate change impacts, including the opportunities for ITC properties to contribute to climate change mitigation and adaptation where possible, for 2–3 ITC Nature Reserves, as a first step in adapting ITC’s work to best protect local species and ecosystems through climate futures.

Background: Islands Trust Conservancy’s Board directed staff to incorporate climate change actions into work programs and budgets. ITC staff commissioned a data review synthesizing available climate [change projections for key indicators](#) for the Islands Trust Area. This information will support development of policies and strategic approaches to explicitly consider climate change impacts in how ITC manages existing nature reserves and prioritizes land securement. The Climate Change Impacts Project is divided into four phases over several fiscal years: I—scoping and budget development; pilot analysis and management recommendations for 2-3 Nature Reserves; II—develop procedure and plan to assess all ITC properties; III—assessment and management planning for remaining ITC properties; IV—identify potential changes to conservation planning; develop updated Securement Strategy. This project charter is for phase I.

Objectives

- Identify properties for pilot analyses of climate change impacts
- Liaise with area First Nations about project involvement
- Conduct analysis of climate change vulnerabilities and potential management recommendations for pilot Nature Reserves

In Scope

- Liaison with Islands Trust staff via internal Climate Action Working Group
- Build relationships to develop First Nations engagement and involvement
- Consultations with applied ecologists and protected areas managers with other agencies, including hiring consultants
- Conduct vulnerability assessment and identify potential adaptive management actions on pilot suite of ITC properties
- Develop communications plan and/or appropriate materials related to this project, subject to communications capacity

Out of Scope

- Original research
- Production of data
- Developing outreach materials or stewardship actions for land holders

Workplan Overview

Deliverable/Milestone	Date
Determine appropriate approaches for First Nations involvement	December 2021 - January 2022
Project scoping and budget planning	February 2022
Develop detailed project plan and choose pilot properties	February - March 2022
Analyse climate change vulnerabilities and potential management actions for pilot ITC Nature Reserves	March - October 2022
Scope Phase II and bring budget to Board	October 2022

Project Team

Kate Emmings	Project Manager
Kathryn Martell	Project Lead
Wendy Tyrrell	SAR support
Carmen Smith	Communications
Lisa Wilcox	FN engagement support

Budget

Budget Source: proposed Property Management budget

Item	Estimated Cost
First Nations involvement (contracts, workshop, travel)	\$8,000
Expert consultations	\$2,000
FN involvement coordinator	\$3,000
Contingency	\$1,000
Total	\$14,000

Approved by:

ITC Board

Date: Nov 23, 2021

Endorsement:

Resolution #: ITC-2021-047

Species at Risk Program - Project Charter v3

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

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

Objectives

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

In Scope

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

Out of Scope

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

Workplan Overview

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

Project Team

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

Approved by:

ITC Board

Date: January 24, 2023

Endorsement:

Res. #:

ITC-2023-006

Budget

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

Item	Cost
Salaries	\$1,839,448
Property Management	\$319,868
Land Securement	\$218,705
Species Inventories and Mapping	\$441,688
Outreach/Communications/First Nations Liaison	\$179,300
Admin/Equipment/Travel/Other	\$416,711
Total	\$3,415,620

Species at Risk Program - Project Charter v3

ADDENDUM

Islands Trust Conservancy

Date: January 24, 2023

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



REQUEST FOR DECISION

To: ITC Board **For the Meeting of:** May 28, 2024
From: Staff **Date Prepared:** May 13, 2024
SUBJECT: Islands Trust Conservancy Communications and Engagement Strategy 2024 - 2026

RECOMMENDATION(S): That the Islands Trust Conservancy Board approve the 2024-2026 Islands Trust Conservancy Communications and Engagement Strategy.

- 1 PURPOSE:** To adopt an Islands Trust Conservancy Communications and Engagement Strategy to guide awareness and promotion of the organization and its programs.
- 2 BACKGROUND:** A formal communications and engagement strategy has not been adopted by Islands Trust Conservancy since 2010. This strategy serves as a guide for Islands Trust Conservancy communications and engagement for 2024 to 2026 that will foster purpose, clarity, trust, education, and engagement with the organization and its programs.

The strategy covers the goals, principles, target audience, tools, tactics, and evaluation for Islands Trust Conservancy communications and engagement. Islands Trust Conservancy communications will be furthered through developing the Islands Trust Conservancy story, public image, and brand awareness. Targeted tools will be used to strengthen communications and foster engagement with Islands Trust Conservancy nature reserves, conservation covenants, land securement activities, the Species at Risk Program, and strategic fundraising initiatives. A priority of the strategy over the next two years is fostering community engagement and building relationships with our audience.

3 IMPLICATIONS OF RECOMMENDATION:

ORGANIZATIONAL: The Communications and Engagement Strategy will guide organization-wide communications and engagement activities. To implement the Strategy, training for ITC staff and board will be required to support use of communications tools and messages. Staff anticipate that training will fit within allocated training hours. Additional staff time is not anticipated for delivery of messages and use of communication tools as these activities are currently a part of existing staff workloads.

FINANCIAL: None anticipated. Proposed communications tools and strategies will be funded through current, standard communications budgets.

POLICY: The Communications and Engagement Strategy is consistent with Islands Trust Conservancy policy. Implementation of the Strategy will result in language changes across ITC policies, procedures and plans – particularly with respect to use of accessible language and acknowledgement of First Nations.

IMPLEMENTATION/COMMUNICATIONS: Once approved, staff will begin implementation of the Communications and Engagement Strategy and will provide it to the Islands Trust Executive Committee as an information item.

FIRST NATIONS: First Nations are an anticipated audience of the Communications and Engagement Strategy and one of the primary goals of the strategy is to advance Reconciliation through communications. If achieved, this goal will support development of relationships with First Nations and a better understanding of conservation in the context of Indigenous land use.

CLIMATE CHANGE: Use of strategies and tools in the Communications and Engagement Strategy will improve the delivery of climate change messaging as it relates to land conservation and management.

OTHER: At its November 2023 meeting, the ITC Board passed the following resolution:

ITC-2023-039

It was MOVED and SECONDED,

that the ITC Board request staff to explore opportunities for engaging the public in nature reserve monitoring, as appropriate.

Staff prepared a briefing for the Board in March, which was deferred, and have attached it for information to this request for decision for information.

4 RELEVANT POLICY(S):

[3.2 Communication Information Regarding Covenant and Acquisition Projects](#)

[3.3 Relationships with External Groups](#)

5 ATTACHMENT(S):

- 1) Islands Trust Conservancy Communications and Engagement Strategy 2024 – 2026
- 2) Briefing: Public Engagement on ITC Nature Reserves, March 2024

RESPONSE OPTIONS

Recommendation(s): That the Islands Trust Conservancy Board approve the 2024 – 2026 Islands Trust Conservancy Communications and Engagement Strategy.

Alternatives:

- 1) That the Islands Conservancy Board approve the Islands Trust Conservancy Communications and Engagement Strategy with amendments as follows
 - *[insert amendments]*
- 2) That the Islands Trust Conservancy Board direct staff to revise the Islands Trust Conservancy Communications and Engagement Strategy to incorporate input below and return to the Board for further review:
 - *[insert input]*

Prepared By: Micaela Yawney, Communications Specialist

Reviewed By / Date: Kate Emmings, Manager, Islands Trust Conservancy / May 14, 2024

Islands Trust Conservancy Communications & Engagement Strategy 2024-2026

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1. Context

A formal communications and engagement strategy has not been adopted by Islands Trust Conservancy (ITC) since 2010. This strategy serves as a guide for ITC communications and engagement for 2024 to 2026 that will foster purpose, clarity, trust, education, and engagement with the organization and its programs.

This strategy is specific to the ITC vision statement, mission statement, and programs:

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

Mission Statement: To protect special places by encouraging, undertaking, and assisting in voluntary conservation initiatives within the Islands Trust Area.

This document covers the goals, principles, target audience, tools, tactics, and evaluation for ITC communications and engagement. This strategy has been drafted to align with the goals identified in the Regional Conservation Plan. ITC is currently operating in the absence of an ITC Plan approved by the Minister of Municipal Affairs. Should ITC receive an approved ITC Plan, this strategy will be reviewed to ensure that it is consistent with directions from the Minister.

2. Goals

1. **Enhance Islands Trust Conservancy’s communications** through the following activities:
 - 1.1. Research, develop, strengthen, and promote the ITC story, public image, and brand awareness
 - Write an ITC story aligned with our vision, mission, values, and lessons learned so far that outlines our purpose and reason for existing; telling the stories of what we’ve achieved, why, and the people who have helped us achieve it in accessible and plain language and a personal, vulnerable, meaningful, and authentic voice.

- Develop a portfolio of ITC’s key messages and unique and diverse “Signature Stories”
- Research, develop, and internally distribute an ITC Identity Guide
- Create a clear distinction to our audience between ITC and Islands Trust
- Develop the ITC public image and brand awareness amongst the islands through all ITC communications channels, and targeted engagement and outreach events. This includes the creation and distribution of social media, email, website content development and updates, photos, videos, the Heron Newsletter, news releases, publications in the media and ads, the Annual Report, the Impact Report, promotional materials such as posters, presentations, and brochures, and community engagement events. This includes updating historical, and creating new materials
- Share information about the activities of ITC, good news stories, content about our Nature Reserves and Conservation Covenants, Species at Risk content, Strategic Fundraising information, and information about our ongoing Reconciliation efforts
- Create a strategy for the development, promotion and maintenance of an ITC blog to tell the stories of the people, places, species, and ecosystems we work to protect and preserve to further audience trust, public image, and engagement with ITC
- Research and implement tactics for engaging with targeted, segmented, and specific audiences across the islands to broaden our understanding of the diversity of people within the ITC audience
- Improve the accessibility of ITC communications and communications channels through the use of specific accessibility tools in accordance with the Accessible B.C. Act

1.2. Through the use of select tools, enhance effectiveness of communications by:

- Assisting with the ITC’s transition to new Customer Relationship Management (CRM) software
- Refining technical WordPress skills in collaboration with the Islands Trust Communications Specialist and the Islands Trust Information Systems unit
- Working to transition to the new photography management tool, dijiKam, and provide orientation and training to the ITC team
- Collaborating with all ITC team members to update all webpage content and improve the experience of users on the ITC website

1.3. Advance ITC Reconciliation efforts through our communications:

- Support ITC team in early and meaningful communications with Indigenous people and Indigenous Governing Body representatives
- Reflect ITC’s responsibility and commitment to Reconciliation through our communications. Center Indigenous voices, perspectives, knowledge, rights, responsibilities, and stewardship
- Assist the ITC team in amending policies, procedures, plans, documents, templates, and reports, where applicable, to include acknowledgement and consideration of Indigenous people
- Move away from colonial language and terminology in our communications and storytelling

2. **Drive targeted communications and engagement to our programs** through the use of specific communications and engagement strategies and tools:
 - 2.1. Nature Reserves:
 - Assist the Property Management Specialist in promoting Nature Reserve stewardship activities throughout the year. This includes sharing information through social media, email, the Heron Newsletter, the Annual Report, and the Impact Report, as well as attending site visits when possible and taking photos and videos for communications promotion.
 - 2.1...1. Drive engagement to Nature Reserve webpages
 - 2.1...2. Develop key messages about ITC Nature Reserves
 - 2.1...3. Communicate about special species and unique features on the properties
 - 2.1...4. Create and promote social media campaigns including Tuesday Tours, Reflections from the Field, monthly Invasive Species Spotlight, and the Seasonal Conservation Activities series
 - 2.1...5. Provide information on how our audience can create a Nature Reserve with ITC
 - In collaboration with the Property Management Specialist, develop a strategy and communications materials to educate our audience on Nature Reserve management
 - 2.1...1. What is a Nature Reserve? And what is it not (what a Nature Reserve isn't).
 - 2.1...2. What activities does ITC undertake in our Nature Reserves?
 - 2.1...3. How do Nature Reserves differ from parks?
 - 2.1...4. What types of access do Nature Reserve have (i.e. publicly accessible or restricted access)?
 - 2.1...5. Amongst the places we currently protect, which Nature Reserves are open to the public and which are not? Why?
 - 2.1...6. What activities are allowed in a publicly accessible Nature Reserve?
 - 2.1...7. What activities are prohibited in a publicly accessible Nature Reserve?
 - 2.1...8. What risks and proximity to dangers do people assume when using a publicly accessible Nature Reserve?
 - 2.1...9. How can the public get involved in Nature Reserve stewardship?
 - 2.1...9.1. Implement, revise, and monitor the Communications and Engagement Strategy for Nature Reserves (under development)
 - 2.1...9.1.1. Develop, execute, and evaluate public engagement with Nature Reserves through the ITC Volunteer Warden Program; spending time building trust and developing relationships with community members across the Islands Trust Area
 - 2.1...9.1.2. Develop, execute, and evaluate a Nature Reserve engagement survey
 - 2.1...9.1.3. Attend selected site visits during field season alongside the Property Management Specialist to strengthen relationships
 - 2.1...9.1.4. Organize yearly meetings with local Island Conservancies across the islands to collaborate on communications and community engagement projects

- Support promotion and delivery of Management Plan Open Houses
- Support in creating new and updating historical signage on properties, which includes updating signs to recognize Indigenous territory, as well as information on danger and risk as per the Risk Management Policy (under development)
- Work collaboratively to write, edit, and update website content for Nature Reserve webpages, including the Protected Places map
- Use storytelling strategies to promote the stories of our landowners and partners, including why they protected land with us, and the impact of their decision on conservation

2.2. Conservation Covenants:

- Assist the Covenant Management and Outreach Specialist in promoting Conservation Covenant stewardship activities throughout the year. Develop a Communications and Engagement Strategy for Conservation Covenants (under development)
- This includes sharing information through social media, email, the Heron Newsletter, the Annual Report, and the Impact Report, as well as attending site visits when possible and taking photos and videos for communications promotion.
 - 2.2...1. Drive engagement to conservation covenant webpages
 - 2.2...2. Develop key messages about ITC Conservation Covenants
 - 2.2...3. Communicate about special species and unique features on the properties
 - 2.2...4. Tell the stories of the landowners and/or partners on the ITC blog
 - 2.2...5. Create and promote social media campaigns including Tuesday Tours, Reflections from the Field, monthly Invasive Species Spotlight, and the Seasonal Conservation Activities series
 - 2.2...6. Provide information on how our audience can create a Conservation Covenant, and a NAPTEP Conservation Covenant
 - 2.2...7. Lead case by case and targeted neighbor outreach communications on covenant education and stewardship
- Support in copyediting, graphic design, and distribution of the yearly Covenant Landholder Newsletter. This includes providing information to landowners to support voluntary conservation efforts on their properties
- Support in creating new and updating historical signage on properties, which includes updating signs to recognize Indigenous territory
- Work collaboratively to write, edit, and update website content for Conservation Covenant webpages
- Use storytelling strategies to promote the stories of our landowners and partners, including why they protected land with us, and the impact of their decision on conservation

2.3. Land Securement:

- Assist the Ecosystem Protection Specialist in land securement communications when new land is secured. Lead planning and execution of new property celebrations, news releases, and other communications promotion including social media, email, and the Heron Newsletter

- Work collaboratively to write, edit, and update website content for Land Securement webpages
- Promote land securement through social media, email, and the Heron Newsletter, the ITC Blog, and news releases

2.4. Species at Risk (SAR) Program:

- Assist the Species at Risk (SAR) Program Coordinator in the promotion of program activities and ITC audience education on Species at Risk identification, management, and protection on our properties. This includes sharing information through social media, email, the Heron Newsletter, the Annual Report, and the Impact Report, as well as attending site visits when possible and taking photos and videos for communications promotion. Develop a Communications and Engagement Strategy for Species at Risk Program (under development)
 - 2.4...1. Drive engagement to SAR webpages
 - 2.4...2. Develop key messages for the Species at Risk Program
 - 2.4...3. Create and promote the ongoing Winged Species Wednesday social media campaign
- Support the SAR Program Coordinator in promoting SAR education events (internally and externally), developing promotional graphics, presentations, and writing, editing, and updating website content for SAR Program webpages

2.5. Strategic Fundraising:

- Assist the Strategic Fundraising Specialist in fundraising and legacy giving communications through the use of communications tools including targeted social media and social media ads, email, the Heron Newsletter, the Annual Report, the Impact Report, and a diverse group of local media across the islands. Drive engagement to the website. Work collaboratively to accomplish the communications goals outlined in the Fund Development Strategy and the Communications and Engagement Strategy for Strategic Fundraising (under development)
- Use storytelling strategies to promote the stories of our donors with our potential donor audience, including where the funds came from, what they were used for, and their impact on conservation
- Provide information on how our audience can make monetary or land donations to ITC
- Lead the development, implementation, and revision of the yearly Will Power Campaign
- Work collaboratively to write, edit, and update website content for Strategic Fundraising webpages

3. **Foster community engagement and build relationships** with non-Indigenous and Indigenous islanders, landowners, partners, donors, and organizations across the Islands Trust Area: *(under development as Communications Specialist learns more about community engagement)*

3.1. Seek opportunities to develop mutually beneficial relationships with stakeholders across the islands based on mutual trust, respect, and collaboration

- 3.1...1. Attend community events, island fairs, and discussions hosted by stakeholders across the islands and form connections

- 3.2. Long-term/ongoing goal: Embed the concept and principles of community engagement into all of the work that we do at ITC. Develop, execute, and manage community engagement programming
 - 3.2...1. Nature Reserves (Nature Reserve monitoring, celebrations, Volunteer Warden Program)
 - 3.2...2. Conservation Covenants (Conservation Covenant monitoring, celebrations)
 - 3.2...3. Land Securement (celebrations)
 - 3.2...4. Species at Risk (SAR) Program (SAR education)
 - 3.2...5. Strategic Fundraising (Strategic giving education and promotion)

3. Principles

Islands Trust Conservancy communications will be guided by the following principles:

- **Accessible** – Utilize accessibility tools to ensure information is available and accessible in all formats for everyone in our audience, in accordance with the Accessible B.C. Act
- **Accurate** – Ensure information shared is factually and when applicable, scientifically correct, relevant to our organization, and our audience
- **Authentic** – Communicate intentionally through a vulnerable voice personal to our vision, mission, and values as an organization. Authenticity through vulnerability builds brand awareness and trust
- **Commitment to Reconciliation** – Reflect ITC’s responsibility and commitment to Reconciliation through our communications. Center Indigenous voices, perspectives, knowledge, rights, responsibilities, and stewardship. Move away from colonial language and terminology
- **Consistent** – Communicate aligned with the ITC voice, identity, and brand
- **Foundational** – Seek to orient our audience to the foundations of ITC and its work by providing comprehensive background information in the form of stories
 - Who we are
 - Why we’re here
 - What we do
 - What that means in action and practice connected to the bigger picture
- **Inclusive** – Seek to portray a diversity of individuals in our storytelling to engage with diverse audiences in conversation
- **Manageable** – Communications activities will be effective and efficient and within the capacity of ITC staff and the ITC Board
- **Measured** – Communications must be effective, efficient, and based on metrics, goals and best practices
- **Respectful** – Of diverse audiences with different backgrounds, cultures, beliefs, languages, levels of knowledge, and awareness on issues connected to the ITC vision and mission
- **Story-centered** – Utilize our portfolio of both personal and organization-level stories to communicate about ITC
- **Strategic** – Communicate the ITC voice, identity, and brand through targeted and specific communications and clear and creative messaging

- **Timely** – Information must be deployed at the right time to the intended audience
- **Transparent** – Deploy honest and humble communications content with appropriate use of language

4. Target Audiences:

- **Primary:** Landowners, donors, partners, community members, and organizations in the Islands Trust Area
- **Secondary:** Provincial, municipal and local government bodies; Indigenous Governing Body representatives; media
- **Tertiary:** ITC and Islands Trust staff; Bowen Island Municipality elected officials and staff

External

Primary audiences

1. Island landowners
2. Off-island landowners (Canadian)
3. Off-island landowners (American)
4. Past land donors
5. Past cash donors
6. Potential land and cash donors; those who live in/visit/love the islands
7. Current Nature Reserve landowners, donors, partners, and organizations
8. Current covenant landowners, donors, partners, and organizations
9. Island conservancies
10. Foundations
11. Real estate professionals
12. Estate advisors, finance & tax planners, estate lawyers
13. Professional peers

Secondary audiences

14. Government officials (local, regional, provincial, federal)
15. Members of Parliament, BC Members of the Legislative Assembly and their respective constituency offices
16. First Nations
17. Indigenous Governing Body representatives
18. Provincial and national media

Internal

Tertiary audiences

19. ITC staff
20. ITC Board
21. Trustees
22. Islands Trust planning staff
23. Islands Trust staff in general
24. Bowen Island Municipality elected officials
25. Bowen Island Municipality park staff
26. Bowen Island Municipality planning staff
27. Bowen Island Municipality staff in general

5. Tools and Tactics

To achieve the goals of this communications strategy, the following tools and tactics will be utilized:

- Social media (Facebook, X, YouTube, Canva, Hootsuite, Instagram, and LinkedIn)
- Email (Caorda)
- The ITC website (WordPress, Google Analytics)
- The ITC blog
- Customer Relationship Management (CRM) software
- Photography (dijiKam)
- Videography
- Surveys (SurveyMonkey)
- The Heron Newsletter
- Conservation Covenant Newsletter
- Nature Reserve and Conservation Covenant Signage
- Protected Places Map
- iNaturalist
- News Releases
- Publications (print and digital)
- Ads (print and digital)
- Annual Report
- Impact Report
- Posters
- Presentations
- Workshops
- Speaker Series
- Brochures
- Cards
- Gifts and honorariums
- Celebrations for new land acquisitions
- Community outreach, education, and engagement events

- Direct emails and phone calls with community members, media and other interested and affected parties
- Management Plan Open Houses

6. Evaluation:

The effectiveness of ITC’s communications and engagement will be analyzed through:

- **Hootsuite and Meta** platforms for social media engagement. Trends and preferences will be simple to identify through analytics as well as through commentary in Facebook groups or post comments
- **Google Analytics** is helpful in identifying if targeted use of Calls-to-Action to direct our audience to our website to take the action we want them to accomplish is successful
- **X and YouTube** analytics on the platforms themselves will be monitored and recorded for improvements
- **SurveyMonkey** analytics
- **Local trustees and the ITC Board** will be able to provide more community-based feedback on how communications efforts are being received
- **Engaging with Indigenous and non-Indigenous community members, landowners, donors, partners, and organizations including island conservancies** across the islands through informal field visits, events, and discussions
- **Reporting to the ITC Board** on communications initiatives once a year for feedback and questions
- **eNews** subscriber analytics and growth
- **Heron Newsletter** subscriber growth
- **Event attendance and feedback surveys** for all of our programs
- **Management Plan Open House** attendance and feedback survey responses
- **Monitoring online feedback and engagement** through the website and email

7. Yearly Calendar of Actions:

Month	Communications and Engagement Tasks
January	Yearly Communications Specialist work plan completion Update Communications Calendar with the Board Meeting schedule Will Power campaign: social media and eNews Social media content development and engagement: ongoing Plan social media calendar for February

February	<p>Annual Report information collection</p> <p>Spring Heron information collection</p> <p>Impact Report copyediting and graphic design support to Strategic Fund Development Specialist</p> <p>Will Power campaign: social media and eNews</p> <p>Social media content development and engagement: ongoing</p> <p>Plan social media calendar for March</p>
March	<p>Annual Report writing</p> <p>Spring Heron writing. Once completed, send Heron to the graphic designer</p> <p>Impact Report copyediting and graphic design support to Strategic Fund Development Specialist</p> <p>Will Power campaign: social media and eNews</p> <p>Plan monitoring visit(s) with Property Management Specialist for the summer</p> <p>Plan visits to local island fairs and events for the summer</p> <p>Social media content development and engagement: ongoing</p> <p>First quarter analytics report completion</p> <p>Plan social media calendar for April</p>
April	<p>Annual Report writing</p> <p>Spring Heron first draft received from graphic designer. Provide edits. Once satisfied with final print and web versions, place order at Fotoprint</p> <p>Impact Report promotion (social media, website, eNews)</p> <p>Will Power campaign: social media and eNews</p> <p>Plan monitoring visit(s) with Property Management Specialist for the summer</p> <p>Plan visits to local island fairs and events for the summer</p> <p>Social media content development and engagement: ongoing</p> <p>Plan social media calendar for May</p>

<p>May</p>	<p>Annual Report first draft of text completion for Board approval</p> <p>Spring Heron posted on website. Mail out print versions to list members</p> <p>Spring Heron completion and promotion (social media, website, eNews)</p> <p>Will Power campaign: social media and eNews</p> <p>Will Power campaign completion</p> <p>Attend monitoring visit(s) with Property Management Specialist to strengthen relationships with partners</p> <p>Attend local island fairs and events to strengthen ITC community engagement</p> <p>Social media content development and engagement: ongoing</p> <p>Reflections from the Field: social media</p> <p>Plan social media calendar for June</p>
<p>June</p>	<p>Summer Heron information collection</p> <p>Attend monitoring visit(s) with Property Management Specialist to strengthen relationships with partners</p> <p>Attend local island fairs and events to strengthen ITC community engagement</p> <p>Social media content development and engagement: ongoing</p> <p>Reflections from the Field: social media</p> <p>Second quarter analytics report completion</p> <p>Plan social media calendar for July</p>
<p>July</p>	<p>Summer Heron writing. Once completed, send Heron to the graphic designer</p> <p>Summer Heron first draft received from graphic designer. Provide edits. Once satisfied with final print and web versions, place order at Fotoprint</p> <p>Attend monitoring visit(s) with Property Management Specialist to strengthen relationships with partners</p> <p>Attend local island fairs and events to strengthen ITC community engagement</p> <p>Social media content development and engagement: ongoing</p> <p>Reflections from the Field: social media</p>

	Plan social media calendar for August
August	<p>Summer Heron posted on website. Mail out print versions to list members</p> <p>Summer Heron completion and promotion (social media, website, eNews)</p> <p>Attend monitoring visit(s) with Property Management Specialist to strengthen relationships with partners</p> <p>Attend local island fairs and events to strengthen ITC community engagement</p> <p>Social media content development and engagement: ongoing</p> <p>Reflections from the Field: social media</p> <p>Plan social media calendar for September</p>
September	<p>Fall Heron information collection and writing. Once completed, send Heron to the graphic designer</p> <p>Fall Heron first draft received from graphic designer. Provide edits. Once satisfied with final print and web versions, place order at Fotoprint</p> <p>Will Power campaign start</p> <p>Will Power campaign: social media and eNews</p> <p>Social media content development and engagement: ongoing</p> <p>Plan social media calendar for October</p>
October	<p>Will Power campaign: social media and eNews</p> <p>Conservation Covenant newsletter copyediting and graphic design support to Covenant Management and Outreach Specialist</p> <p>Social media content development and engagement: ongoing</p> <p>Third quarter analytics report completion</p> <p>Plan social media calendar for November</p> <p>Fall Heron posted on website. Mail out print versions to list members</p> <p>Fall Heron completion and promotion (social media, website, eNews): end of the month</p>
November	Yearly Communications Specialist work plan development for upcoming year

	<p>Will Power campaign: social media and eNews</p> <p>Holiday card creation and printing</p> <p>Conservation Countdown video information collection and video production</p> <p>Social media content development and engagement: ongoing</p> <p>Plan social media calendar for December</p>
December	<p>Yearly Communications Specialist work plan development for upcoming year</p> <p>Will Power campaign: social media and eNews</p> <p>Conservation Countdown video completion and promotion</p> <p>Final eNews</p> <p>Holiday card mail out</p> <p>Social media content development and engagement: ongoing</p> <p>Fourth quarter analytics report completion. Year-in-review analytics evaluation</p> <p>Plan social media calendar for January</p>



BRIEFING

To: Islands Trust Conservancy Board
For the Meeting of: March 19, 2024

From: ITC Staff
Date Prepared: February 6, 2024

SUBJECT: Public Engagement on ITC Nature Reserves

PURPOSE: To provide an update on the Islands Trust Conservancy (ITC) Communications and Engagement Strategy for Nature Reserves related to public community engagement on ITC Nature Reserves.

BACKGROUND:

At its November 21, 2023 meeting, the ITC Board passed the following resolution:

ITC-2023-039

It was MOVED and SECONDED,

that the ITC Board request staff to explore opportunities for engaging the public in nature reserve monitoring, as appropriate.

The annual monitoring visits are a time to meet with conservation covenant and management partners to look for and discuss management issues on ITC's Nature Reserves. This type of investigation is not the appropriate time to have members of the public present for the following reasons:

- Problems may be identified with neighbouring landholders that may result in legal steps that should not be made public.
- Monitors often need to cover large areas in each Nature Reserve with multiple Nature Reserves completed in a day, the larger the group of people the longer the process takes.
- Scheduling and last minute changes with partners make it difficult to advertise in advance to make the public aware of the monitoring visits.
- Priority should be given to speaking with partners who are the most familiar with the Nature Reserves, and who have been completing the majority of the management work each year, to ensure a full understanding of the needs so that the best recommendations can be specified to determine the management activities for the coming year.

There are other ways that ITC will engage the public in ITC's work on Nature Reserves. These strategies include:

- **Public community engagement** through the Islands Trust Conservancy Volunteer Warden Program for Nature Reserves. This campaign will involve connecting with current and prospective Volunteer Wardens for our Nature Reserves through informal community events and communications initiatives across the islands. This will also involve meetings with local Island Conservancies across the islands to discuss collaboration on communications and community engagement projects. The Communications Specialist will begin to further relationships with the ITC community across the islands this upcoming field season by attending specific monitoring visits alongside the Property Management Specialist.

- **Nature Reserve education and storytelling** through ITC communications channels including the Heron Newsletter, social media (Facebook, X, LinkedIn, Instagram), email, the website, the Protected Places Map, videography on our YouTube, Nature Reserve signage, publications (print and digital), and targeted and specific ads (print and digital). This tool will involve collaborating with ITC-contracted biologists and monitoring partners to document their work for communications distribution through photos and videos.
- **Nature Reserve engagement survey** for input from the public around Nature Reserves distributed and promoted for the summer of 2024. The Communications Specialist, in collaboration with the Property Management Specialist, will work to address and resolve all information received through the survey through further communications and engagement activities. This tool will involve attendance at fairs and local island events to spread the word about the survey and the mission of ITC.

Plans for Public Engagement:

Deliverable:	Description:	Timeline for development:	Responsible person(s):
Objectives (what are we trying to achieve)	Identify the key objectives <ul style="list-style-type: none"> • To engage the ITC audience across the ITA in Nature Reserve monitoring 	February – March 2024	Communications Specialist Property Management Specialist
Audience	Determine the necessary audiences	February – March 2024	Communications Specialist Property Management Specialist
Timeline	Determine the timeline for the communications and engagement activities	February – March 2024	Communications Specialist Property Management Specialist
Key Messages	Communication of the facts <ul style="list-style-type: none"> • What is a Nature Reserve? And what is it not (what a Nature Reserve isn't?) What activities does ITC undertake in our Nature Reserves? • How do Nature Reserves differ from parks? • What is the difference between a public and private Nature Reserve? • Amongst the places we currently protect, which Nature Reserves are public 	Present – May 2024	Communications Specialist Property Management Specialist

	<p>and which are private? Why?</p> <ul style="list-style-type: none"> • What activities are allowed in a public Nature Reserve? • What activities are prohibited in a public Nature Reserve? • What risks and proximity to dangers do people assume when using a public Nature Reserve? 		
Tactics/Channels	Identify the tactics/channels (e.g. email, social media, website, Heron Newsletter)	February – March 2024	Communications Specialist
Spokespeople	Monitoring communications Directing questions, comments, and concerns (ITC Chair speaks on behalf of the Board; ITC staff may speak to technical questions)	Ongoing	Communications Specialist Property Management Specialist
Evaluation:			
Measurements of Success	Engagement on email and social media Webpage analytics Number of survey responses Community engagement from partners, organizations, and community members	October 2024	Communications Specialist Property Management Specialist

ATTACHMENT(S): None.

FOLLOW-UP: Staff will focus on the priorities for nature reserves in the ITC Communications and Engagement Strategy.

Prepared By: Micaela Yawney and Nuala Murphy

Reviewed By/Date: Kate Emmings, Manager, Islands Trust Conservancy / May 16, 2024



REQUEST FOR DECISION

To: Islands Trust Conservancy
Board

For the Meeting of: May 28, 2024

From: Staff

Date Prepared: April 23, 2024

SUBJECT: Islands Trust Conservancy Submission for 2023-2024 Annual Report

RECOMMENDATION:

That the Islands Trust Conservancy (ITC) Board approve the attached text for inclusion in the 2023/24 Annual Report for approval by Trust Council and submission to the Minister of Municipal Affairs.

- 1 **PURPOSE:** To approve the Islands Trust Conservancy section of the Islands Trust 2023/24 Annual Report.

BACKGROUND: Preparation of the ITC Annual Report is required under Section 46 of the [Islands Trust Act](#). Staff have prepared a draft of the Islands Trust Conservancy 2023/24 Annual Report text for ITC Board review and approval. Graphics and images as well as pull quotes and callout boxes will be added to the final report.

2 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Timely approval of text will ensure smooth delivery of the Islands Trust Annual Report, in compliance with the *Islands Trust Act*, Section 19 and the annual reporting obligations of ITC under section 46 of the *Islands Trust Act*.

FINANCIAL: None

POLICY: None. This approach complies with section 19 of the [Islands Trust Act](#) and Trust Council's [Annual Report Policy 6.10.1](#).

IMPLEMENTATION/COMMUNICATIONS: Once each agency of the Islands Trust has approved its section, staff create a draft Annual Report for review by the Executive Committee and consideration of Trust Council. Upon approval by Trust Council, staff will send the Annual Report to the Minister of Municipal Affairs and circulate it as indicated in Trust Council's policy.

FIRST NATIONS: The ITC sections of the Annual Report have been reviewed by staff for consistency with the ITC Reconciliation Declaration. Efforts have been made to highlight work with First Nations.

OTHER: The ITC section of the Islands Trust Annual Report will return to its location at the end of the Annual Report. The Islands Trust Conservancy extracts its component of the Islands Trust Annual Report to create its own Annual Report. These reports are maintained on the website at <https://islandstrust.bc.ca/about-us/accountability/annual-report/>.

Islands Trust Conservancy has also prepared an [Impact Report for 2023](#) in support of ongoing efforts to engage new donors with our work. Impact reports are for storytelling and are aimed at donors/general public audiences, whereas Annual Reports meet our financial and legislative reporting requirements.

3 **RELEVANT POLICY(S):** Trust Council [Annual Report Policy 6.10.1](#)

4 **ATTACHMENT(S):** Islands Trust Conservancy Annual Report Draft

RESPONSE OPTIONS

Recommendation: That the Islands Trust Conservancy (ITC) Board approve the attached text for inclusion in the 2023/24 Annual Report for approval by Trust Council and submission to the Minister of Municipal Affairs.

Alternative: The Islands Trust Conservancy Board approve the attached text for inclusion in the 2023/24 Annual Report for approval by Trust Council and submission to the Minister of Municipal Affairs with the following amendments:

- *[insert amendments]*
-

Prepared By: Micaela Yawney, Communications Specialist, Islands Trust Conservancy

Reviewed By/Date: Kate Emmings, Manager, Islands Trust Conservancy / May 15, 2024

ITC Annual Report Copy deck - Final

COPY

[Logo; Islands Trust Conservancy, color; with tagline]

[Header] **Reconciliation Declaration**

Islands Trust Conservancy acknowledges that the lands 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.

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.

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.

Adopted: July 16, 2019 Islands Trust Conservancy Board in METULIYE (Victoria)

[Image]

[Mayne Island, Image by Carla Funk]



[next page](#)

[Header] **Who We Are:**

Established in 1990, Islands Trust Conservancy (ITC) is a land trust, and part of the group of agencies that form the Islands Trust, dedicated to preserving and protecting the fragile and unique ecosystems of the Islands Trust Area in the Salish Sea. This region covers approximately 79,000 hectares of land and over 482,000 hectares of water on the southern coast of British Columbia. It includes 450 islands between southern Vancouver Island, mainland B.C., and Howe Sound.

Our mission is to protect these very special places by encouraging, undertaking, and assisting in voluntary conservation initiatives across the Islands. We work with many allies including: private landholders and donors, local conservancies, environmental organizations, charitable foundations, academic institutions, businesses, First Nations, and all levels of government.

[Pull quote] **The Governments of Canada and British Columbia set a goal of 30% protected area by 2030 because science shows that nature needs our help in order to reverse the decline in biodiversity, better fight climate change, and maintain a strong, sustainable economy. Islands Trust Conservancy is doing its part to meet this goal within the Islands Trust Area – an area where only 20% of the land is in protected status.**

[Read more about how you can protect nature with us.](#)

[next page](#)

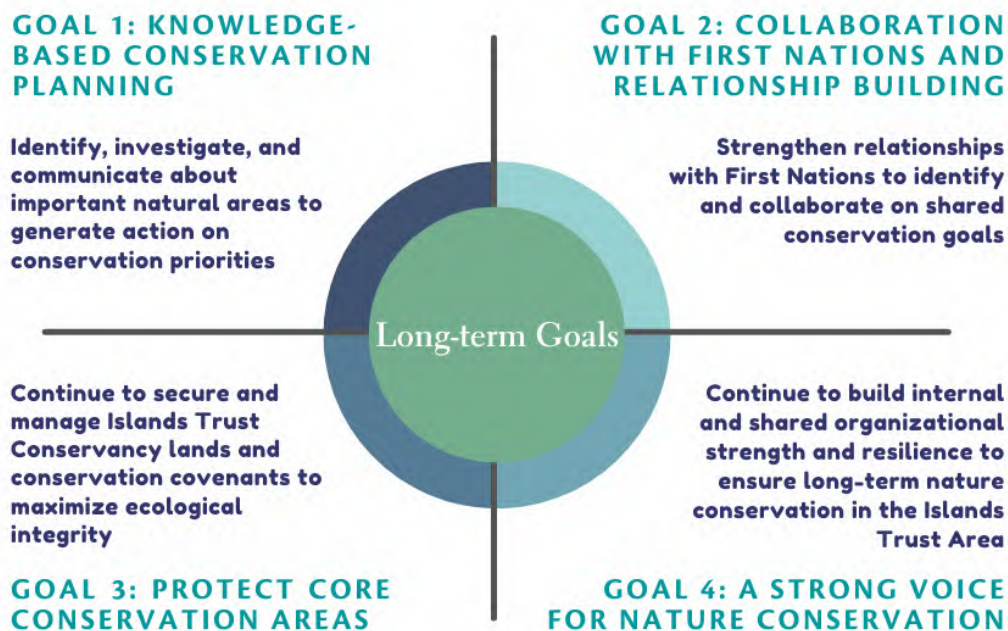
[Header] How We Work:

We preserve and protect the Islands by:

- **Working with landholders to support voluntary land protection.** We accept donations and other transfers of land, manage them as nature reserves, and collaborate with landowners to conserve private lands through conservation covenants.
- **Monitoring and restoring sensitive ecosystems and habitat for species at risk.** We do this in collaboration with island communities and conservation partners.
- **Providing strategic funds to conservation partners.** We support land conservation across the Islands.
- **Identifying priority areas across the Islands Trust Area.** We ensure maximal impact through our work in addressing the biodiversity and climate crisis.
- **Reconciliation Action.** We work to build relationships with First Nations to identify areas of significance for protection and to incorporate Indigenous Knowledge into land management practices.

[Add link icon and text]; [Read more about our conservation planning](#)

[Image; Goals of the [Regional Conservation Plan](#) that guide the work of the Islands Trust Conservancy]



next page

[Header] Our People

Islands Trust Conservancy is directed by a Board made up of three members appointed by the Province of B.C. and up to two members elected from the Islands Trust Council and one member elected by the Islands Trust Executive Committee.

- Dr. Risa Smith –Chair (July 2023 – March 2024), Vice Chair (April – July 2023), Appointed Member
- Linda Adams – Chair (April – July 2023), Appointed Member
- Susan Yates – Vice Chair (August – December 2023), Board Member
- Lisa Gauvreau – Vice Chair (January – March 2024), Board Member
- Tobi Elliott – Board Member
- Ken Thomas – Appointed Member
- Grant Scott – Board Member (resigned April 2023)
- Charles Kahn – Appointed Member (August 2023 – March 2024)

next page

[Header]; Message from the Board Chair

This past year at Islands Trust Conservancy, collaboration has been central to our conservation accomplishments. The passion and dedication of community members, partners, and funders has supported the creation of new covenants and nature reserves as well as key restoration initiatives, including recovery of species at risk.

Conservation highlights for 2023 include:

- Finalizing the Livingstone Forest Conservation Covenant, with owners Christine Ferris and Doug Hopwood. This is our first covenant on Lasqueti Island.
- Celebration of our 30th Nature Reserve, the Hoak-pus/Sandy Beach Nature Reserve, on Keats Island.
- Expansion of the Nighthawk Hill NAPTEP Covenant on North Pender Island, funded through the Morrison Waxler Biodiversity Protection Legacy Fund.

Restoration of properties that we manage has included:

- Removal of invasive species on Gambier and Denman Island.
- Planting nearly 1,000 wildflowers, grasses, and sedges with Sidney Islanders to help restore ecological diversity in the Windthrow Covenant.
- Ecosystem restoration on Sidney and Salt Spring Island, supported by Habitat Acquisition Trust, Habitat Restoration Field Crew, and Environment and Climate Change Canada.

Our work on species at risk, through a generous grant from Environment and Climate Change Canada, has enabled us to focus on monitoring and recovery of several species at risk. This year we installed nest boxes and mounted audio recorders on Link Island to enhance habitat and better understand the needs of Western Screech-Owl. On North Pender Island, Sharp-tailed Snakes were spotted, as a result of our monitoring, in an area where they hadn't been seen in over 50 years.

In addition to the partners and collaborators already acknowledged, I would like to give a special shout out to the Conservancies on each Gulf Island. With a little help from ITC's Opportunity Fund these organizations work tirelessly to protect the special places on our islands. In partnership with us or with others, their work ensures that the natural environment, which has drawn us all to the Gulf Islands, continues to provide us with the ecosystem services on which we all depend, including supporting the health of the people who live here.

Half of the ITC Board has changed in 2023. Toby Elliott, representing Trust Executive, and Susan Yates, an Elected Trustee, and myself remain. In 2023, we welcomed three new members to the ITC Board. Ken Thomas and Charles Kahn are provincially appointed board members and Lisa Gauvreau is our third Elected Trustee. We also said good-bye to Linda Adams, a long-time board member whose patience and sage advice is missed. Our new Board is engaged and committed

to the ITC mandate. I am looking forward to continuing our thoughtful discussions and making decisions that advance our mission and collaborations.

As we move into 2024, we will be focusing on a new relationship with the First Nations peoples who live around the Salish Sea, exploring how the framework of Indigenous Protected and Conserved Areas can be used to enhance our mandate and bring First Nations interests into our decision-making. We will also be exploring how we define and manage risk to our properties, in these times of climate change and a growing human population. Of course, we will be continuing to use our current tools to protect and enhance the natural environment of the Gulf Islands.

It has been an honour to serve as Islands Trust Conservancy Board Chair since August 2023. I am looking forward to a productive 2024, in which the natural environment continues to be the basis of our health and prosperity.

Sincerely,

[Insert image Risa Smith's signature]



[Text] Risa Smith, ITC Board Chair

[Image – Risa Smith]



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[Header] Program Highlights 2023/2024

[Sub header] Islands Trust Conservancy Plan 2023-2025

[Text] Islands Trust Conservancy submitted a revised Islands Trust Conservancy Plan to the Minister of Municipal Affairs in December 2022, as required under the *Islands Trust Act*. The Islands Trust Conservancy Plan sets policy for:

- Acquisition, management, and disposal of property of the Islands Trust Conservancy;
- Investment of funds; and
- Goals for major acquisitions.

In January of 2024, the Minister declined to approve the ITC Plan. Although the ITC had referred the ITC Plan to First Nations, the Minister indicated that further engagement was needed. Further engagement with First Nations is supported by the ITC's Reconciliation Declaration and by the ITC's Regional Conservation Plan. The ITC Board reviewed and approved a plan and budget for First Nations engagement into the 2024/25 fiscal year and ITC is looking forward to growing relationships with First Nations around land stewardship.

[Add link icon and text]; [Read more about our Islands Trust Conservancy Plan](#)

[Sub header] Land Conservation – Nature's Future

[Text] Islands Trust Conservancy is committed to increasing the protected areas in the Islands for the benefit of all species living in the Salish Sea. We do this through the creation of nature reserves and conservation covenants – legal agreements with landholders to care for nature that are designed to last in perpetuity. Protected areas are important in safeguarding high biodiversity areas, allowing for the movement of wildlife and the conservation of unique ecosystems. Protected areas benefit people as well by providing clean water and air, resilience against the effects of climate change, and contribute to social and psychological wellbeing.

As Canada works toward protecting 30% of terrestrial habitat by 2030, Islands Trust Conservancy is committed to the protection and preservation of the Islands Trust Area through processes that respect and honour reconciliation and mutually respectful relationships with Coast Salish Indigenous Peoples. In 2023/24, Islands Trust Conservancy reviewed policies that guide acquisition and management of land and covenants to require engagement of First Nations prior to acquisition of land or covenants and during management planning for conservation lands.

[Image; Andy Nowak and Mary Reher at Nighthawk Hill NAPTEP covenant]



[Text box; Andy Nowak and Mary Reher came to Pender Island in the 1980's. As development pressure increased on the island, they placed a conservation covenant to protect and steward the species and ecosystems on their land. "It feels good to know we did something of substance to preserve the earth and its creatures, and encourage other private landowners to do the same," says Mary Reher.]

[next page](#)

[Sub header] 2023/24 Nature Reserves

Larmour Nature Reserve, Salt Spring Island Local Trust Area

In June 2023, 3.44 ha of land on Salt Spring Island was transferred to Islands Trust Conservancy to create the Larmour Lands Nature Reserve. This nature reserve was created to conserve the legacy of dedicated Salt Spring Island conservationist, Mike Larmour. The new nature reserve protects mature forests, wetlands, and is a connectivity to other protected areas, including habitat for multiple at-risk species.

[Add link icon and text]; [Read more about creating nature reserves](#)

[Sub header] 2023/24 Conservation Covenants

Nighthawk Hill NAPTEP Covenant Addition (0.96 ha), North Pender Island Local Trust Area

Islands Trust Conservancy manages the Natural Area Protection Tax Exemption Program (NAPTEP) on behalf of Trust Council. NAPTEP provides island landholders with an annual 65% property tax reduction on the portion of their land protected by a conservation covenant. This incentive is unique to the Islands Trust Area. In August 2023, Islands Trust Conservancy worked with North Pender Island landholders to expand their existing NAPTEP covenant. Nighthawk Hill

NAPTEP Covenant, originally registered in 2012, protects Arbutus and Douglas-fir woodland, a steep ridge with moss and lichen-covered outcrops, and is a known nesting location for at-risk Common Nighthawk. The new covenant expands the protected area to include a small wetland and riparian area, protecting these vital habitats and doubling the size of the protected area to 1.9 ha. Protecting transition zones like this one, extending from the wetlands to the dry upper ridge, is one facet of planning for resiliency to climate change.

Brooks Point Regional Park Covenant Addition

In 2014, Islands Trust Conservancy worked with Habitat Acquisition Trust, Pender Islands Conservancy Association, and Capital Regional District (CRD) Parks to conserve a parcel of land to connect three south facing parcels of Brooks Point Regional Park with Gowlland Point on South Pender. The added parcel, along with the four earlier acquired parcels, expanded Brooks Point Regional Park to 4.81 ha.

Brooks Point Regional Park features:

- Coastal headland with intertidal rocky shore and a sheltered beach.
- Grassy meadow which explodes with native chocolate lilies in the spring.
- Critical habitat for the endangered Sharp-tailed Snake.
- Views of the Salish Sea, numerous islands, and Mount Baker.
- Navigation beacon on Gowlland Point.

To ensure that the natural values of the park would be conserved, Islands Trust Conservancy and Habitat Acquisition Trust now hold a conservation covenant on the park and work with CRD Parks to care for the stunning natural features.

[Add link icon and text]; [Read more about placing conservation covenants with us](#)

[next page](#)

[Sub header] Caring for the Land – Our Shared Responsibility

[Infographic Summary – # PAs, #Ha, #islands – pull info from impact report “small conservancy – big impact”];

[Text] Islands Trust Conservancy leads the ongoing management of the 113 protected areas in our care. This commitment involves regular monitoring and land management practices in accordance with management plans and conservation covenant agreements that identify long-term conservation and restoration goals.

In 2023/24, this care included the following land management activities in partnership with local Island conservancies and volunteers:

- Annual monitoring visits on all nature reserves to collaborate with management partners and evaluate management needs into the future.

- Monitoring Islands Trust Conservancy conservation covenants to maintain relationships with landholders and ensure compliance with their covenant agreement terms.
- Collaborating with Parks Canada, First Nations, the Province of B.C., and the Sidney Island community on SKƐÁMEN QENÁŁ,ENEŁ SƐÁ - Sidney Island Ecosystem Restoration Project.
- Initiating the first management plans for Link Island Nature Reserve and Saturnina Island Nature Reserve (Gabriola Island Local Trust Area). Management plans were referred to First Nations for comment and to initiate conversations regarding cultural use of land.
- Creation of signage for education, management, and safety at nine nature reserves.
- Collaborating on educational signage to help protect the fragile ecosystem at McRae NAPTEP Covenant on Gabriola Island.
- Habitat restoration and management including:
 - Managing ten invasive species in 36 Islands Trust Conservancy protected areas on 13 islands including Gambier, Keats, Bowen, Salt Spring, Thetis, Lasqueti, Denman, Galiano, Saturnina, Pender, Gabriola, Mayne, and Link Islands.
 - Planting and/or seeding native plants in six Islands Trust Conservancy protected areas on Denman, Salt Spring, Sidney, Bowen, and Gabriola Islands.
 - Maintaining restoration projects in 13 Islands Trust Conservancy protected areas with plantings in exclosures being maintained and monitored, including wetlands on Lasqueti Island and a wildflower meadow on Mt. Tuam on Salt Spring Island.
 - Wetland and Beaver Assessment completed at John Osland Nature Reserve on Lasqueti Island.
 - Aquatic Ecological Assessment completed for Forsen Creek at Ruby Alton Nature Reserve on Salt Spring Island.
 - Controlling introduced invasive bullfrogs in the early stages of population establishment and invasion on Sidney Island.

[Image;



[Text box; Our Covenant Management and Outreach Specialist, along with islanders and partners, planted nearly 1,000 native meadow plants, bulbs, and corms, and sowed 180,000 seeds in early November in a covenant on Sidney Island to help restore ecological diversity and create a robust habitat for pollinators, such as butterflies and bees. Image by Kristen Miskelly]

[next page](#)

[Sub header] Species at Risk Program – Protecting and Recovering Species

The goal of the Species at Risk Program is to prevent rare species loss from the Islands Trust Area. We accomplish this by conducting surveys and monitoring to increase our knowledge, collect data to inform Islands Trust Conservancy mapping initiatives, protect habitat through our protected areas, and build support for conservation through engagement with First Nations, landowners, and Islands Trust staff and officials.

Highlights this year include:

- Completed the fourth year of implementing our Species at Risk Program, supported by the Priority Places Program through Environment and Climate Change Canada.
- Conducted surveys and monitoring in Islands Trust Conservancy protected areas and confirmed the presence of species at risk including the Barn Swallow, Common Nighthawk, Great Blue Heron, Marbled Murrelet, Peregrine Falcon, Western Screech-owl, Little Brown Myotis bat, Common Sharp-tailed Snake, Red-legged Frog, Western Toad, Northern Goshawk, Yellow Montane Violet, and Coastal Scouler’s Catchfly.
- Confirmed two nesting pairs of Western Screech-owl, and the successful breeding of one pair, in an Islands Trust Conservancy protected area.

- Hosted a speaker series from February to May 2023. Topics during the 2023/24 fiscal year included:
 - Methods for cataloguing, ranking, and mapping species at risk information.
 - Understanding a living cultural landscape, and the importance of P’hwulhp (Garry oak) meadows to the Quw’utsun mustimuhw (Cowichan Peoples).

[Add link icon and text]; [Read more about our Species at Risk Program](#)

[TEXT BOX WITH ECCC FUNDING LOGO IN BOTTOM CORNER]

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



Environment and
Climate Change Canada

Environnement et
Changement climatique Canada

[next page](#)

[Sub header] Partnerships, Collaborations, and Supporters – Working with Others

Working with others helps Islands Trust Conservancy effectively achieve its goals. We are grateful to be able to collaborate with so many individuals, agencies, and groups.

In 2023/24, our collaborations included:

- Continued a partnership with researchers studying climate change impacts on bull kelp beds throughout coastal B.C.
- Updated protected-area mapping for the region and contributed to the British Columbia Non-Governmental Organization Conservation Areas Database.
- Shared spatial and other data including mapping of eelgrass beds, bull kelp beds, sensitive ecosystems, species at risk, and protected areas with First Nations, local conservancies, community organizations, researchers, and all levels of government.
- Contributed to the revised edition of the BC Conservation Covenant Handbook, the go-to reference guide on conservation covenants for landowners and land trusts in B.C.
- Continued participation with the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP) to prioritize high biodiversity areas and develop resources to support conservation.
- Continued participation with the Capital Region Invasive Species Partnership to keep up to date on priority invasive species and best management practices for our protected areas.
- Continued membership with the Canadian Association of Gift Planners “Will Power” campaign, providing potential donors with information and the opportunity to leave a legacy gift for land conservation in the Islands Trust Area.

- Active participation in SKTFÁMEN QENÁL,ENEZ SCÁ - Sidney Island Ecological Restoration Project

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[Sub header] Opportunity Fund

The Opportunity Fund provides support for hard-to-fundraise costs associated with land protection and leverages donations through matching funds for land-acquisition campaigns. The Regional Conservation Plan guides the disbursement of funds and the Islands Trust Conservancy Board considers applications twice per year.

Islands Trust Conservancy dispensed the following Opportunity Fund grant in 2023/24:

- \$2,000 to the Thetis Island Nature Conservancy for the Thetis Island Nature Stewards Program.
- \$4,950 to the Galiano Conservancy for costs associated with the acquisition of Quadra Hill on Galiano Island.

Islands Trust Conservancy approved an additional grant which will be paid out in 2024/25:

- \$7,000 for costs associated with placing a NAPTEP conservation covenant on Gabriola Island.

During 2023/24 Islands Trust Conservancy received \$9,484 in donations for the Opportunity Fund. On March 31st, 2024, the Opportunity Fund had \$86,648 available to grant Trust wide with an additional \$35,400 geographically restricted for the Hornby Island Local Trust Area.

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[Sub header] Directed Donations

[text] Islands Trust Conservancy is a qualified donor through Canada Revenue Agency and can accept donations, gifts of stock, RRSPs, bequests, and other forms of gifts. Directed donations are for specific purposes. During 2023/24, Islands Trust Conservancy gratefully received \$9,484 in donations to the Opportunity Fund. Islands Trust Conservancy administers the following directed donation funds:

- Covenant Management and Defence Fund
- Gambier Island Acquisition Fund
- Lasqueti Island Acquisition Fund
- McFadden Creek Fund – Salt Spring Island
- Morrison-Waxler Biodiversity Fund – Pender Island
- Property Management Fund

- Ruby Alton Endowment Fund – Salt Spring Island
- Thetis Island Acquisition Fund
- William Tempest Fund - Hornby Island - Opportunity Fund
- Link Island Western Screech Owl Project

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[Header] Financial Statements

[Text] Islands Trust Conservancy prepares Financial Statements annually, in compliance with the requirements under section 46 of the Islands Trust Act. Under the Islands Trust Act, Islands Trust Conservancy may receive money, land, and other property as donations or through grants in order to further the object of the Islands Trust. Islands Trust Conservancy uses Canadian Public Sector Accounting Standards, including standards for government non-profit organizations, to manage its funds and land assets. Islands Trust Conservancy currently holds and manages the following funds:

- **Opportunity Fund:** Used for unrestricted resources, most notably for the Opportunity Fund Grant Program.
- **Restricted Fund:** Used for internally and externally restricted assets, including grants, funds restricted for property management, and funds restricted for land acquisition.
- **Capital Fund:** Used to record the value of land donated, acquired or transferred without external restrictions.
- **Endowment Fund:** Used primarily for land that is restricted through donation agreements.

In its 2023/24 Financial Statements, Islands Trust Conservancy recognizes the following items of note:

- Grant revenue of \$220,000 from Environment and Climate Change Canada for the Islands Trust Conservancy Species at Risk Program.
- *[other notes added upon completion of Financial Statements]*

While Islands Trust Conservancy manages land and funds as noted in its Financial Statements, the cost of Islands Trust Conservancy operations are the responsibility of Trust Council under the Trust Council budget process. Details on these costs are available in the Islands Trust Financial Statements.

[next page](#)

[Insert audited Financial Statement once available]

[next page](#)

[Header] Looking Ahead to 2024/25

[text] Looking ahead, Islands Trust Conservancy is committed to meaningful early engagement and relationship-building with First Nations; collaborating to accomplish shared conservation priorities. We look forward to continuing to work in partnership with landowners, donors, organizations, and community members in protecting and preserving species and ecosystems across the Islands in the Salish Sea for generations to come.

[Text box] Thank you to all the landowners, donors, partners, and community members who make this work possible.

Please consider creating a conservation legacy by remembering Islands Trust Conservancy in your Will.



REQUEST FOR DECISION

To: ITC Board **For the Meeting of:** May 28, 2024

From: Staff **Date Prepared:** May 21, 2024

SUBJECT: ITC 2025/26 Budget Submission

RECOMMENDATION: That the Islands Trust Conservancy (ITC) Board direct staff to prepare an ITC Budget request, including budget allocation for \$220,000 associated with the Species at Risk Program, and to return to the ITC Board for review in July.

1 PURPOSE: To direct staff regarding preparation of the 2025/26 ITC Budget submission.

BACKGROUND: ITC Policy 1.6 requires that the ITC Manager prepare a proposed ITC budget for ITC Board approval. The following items are provided for consideration:

- The ITC budget will include \$220,000 of funding from Environment and Climate Change Canada for the ITC Species at Risk Program. This amount will be spread over several budget areas in accordance with the grant agreement as follows:

Item	Description	Amount
Salaries	SAR Program Coordinator and Co-op student	\$110,000
Property Management	SAR surveys, Indigenous knowledge holder services, habitat restoration (labour and materials)	\$69,000
Land Securement and Conservation Planning	SAR surveys, securement costs (excluding land price)	\$5,000
Legal	Costs associated with land securement where SAR are present	\$7,000
First Nations Liaison	Indigenous Knowledge holder services & First Nations engagement	\$8,000
Communications	Materials and program evaluation	\$10,500
Mapping	SAR related mapping	\$4,000
Travel	For SAR Program Coordinator and Co-op student and some costs for other ITC staff	\$6,500
TOTAL		\$220,000

- Staff do not anticipate any acquisitions of nature reserves or covenants this year that will affect the ITC Property Management budget; however, the budget formula for new properties has been updated to reflect the 3.1% inflation rate documented in the [annual Consumer Price Index for the Province of BC](#) (April, 2024) (numbers rounded to nearest (\$10).

Average Annual Cost	Nature Reserve	Covenant
Management Plan Renewal	\$660	
Recreation Management	\$440	
Habitat Restoration	\$740	\$740
Signage	\$70	\$70
Species/Ecosystem Inventory and Surveys	\$280	\$280
First Nations engagement and cultural site management	\$370	\$190
TOTAL	\$2,560	\$1,280

- ITC staff are working on First Nations engagement for the 2026-2030 ITC Plan. Staff anticipate that the majority of the engagement will be completed with funds from the 2024/25 budget, but may recommend a further budget request at the October ITC Board meeting if further funding is required.

2 IMPLICATIONS OF RECOMMENDATION:

ORGANIZATIONAL: This work will be accomplished within existing staff resources.

FINANCIAL: Staff anticipate minimal increase in ITC Budget for 2025/26. The primary budget driver will be increases to staff salaries if these are negotiated through the agreement between the Province and the BCGEU.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: ITC staff will prepare a budget request for consideration of the ITC Board at its July 23 meeting.

FIRST NATIONS: The property management budget and Species at Risk funding provide for costs associated with Indigenous Knowledge Holder expertise.

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: As staff further develop the ITC budget for 2025/26, other areas for budget increases/decreases may emerge. These will be proposed at the July 23 meeting for ITC Board consideration.

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

4 ATTACHMENT(S): None

RESPONSE OPTIONS

Recommendation:

That the Islands Trust Conservancy (ITC) Board direct staff to prepare an ITC Budget request, including budget allocation for \$220,000 associated with the Species at Risk Program, and to return to the ITC Board for review in July.

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

- *[insert items for budget consideration]*
-

Prepared By: Kate Emmings, Islands Trust Conservancy Manager



REQUEST FOR DECISION

To: ITC Board **For the Meeting of:** May 28, 2024
From: Staff **Date Prepared:** May 24, 2024

SUBJECT: March 31, 2024 Audited Financial Statements

RECOMMENDATION: That the Islands Trust Conservancy Board approve the Audited Financial Statements for the 2023/24 fiscal year, and refer the statements to Islands Trust Council for information.

- 1 **PURPOSE:** To review and approve the March 31, 2024 Audited Financial Statements for 2023/24 fiscal year.
- 2 **BACKGROUND:** Islands Trust Conservancy (ITC) undergoes an annual audit each year as required by legislation. The audited Financial Statements and Audit Findings Report are provided to the ITC Board for review and approval. There were no identified audit findings that require action for the 2023/24 fiscal year.

Note 1 (g) of the Financial Statements notes the importance of natural assets. The monetary value of natural assets from ITC lands is not quantified or shown in the financial statements.

New areas of interest included in the 2023/24 financial statements are highlighted in the financial statements and related audit findings report. Of note for the 2023/24 fiscal year, the financial statements recognize the following:

- Approved grant revenues, including a \$220,000 grant from Environment and Climate Change Canada for the ITC Species at Risk Program.
- Acquisition of a new contributed land asset, Larmour Nature Reserve, located on Salt Spring Island, valued at \$721,000.
- On April 1, 2023, the ITC adopted Canadian public sector accounting standard PS 3400 *Revenue Recognition*. The new accounting standard differentiates between revenue arising from transactions with performance obligations (exchange transactions) and transactions that do not have performance obligations (non-exchange transactions). The ITC has no revenue sources that are within scope of the new standard, and as such, the adoption of the new standard has resulted in no changes to how the ITC revenue streams are accounted for.
- On April 1, 2023, the ITC adopted Canadian public sector accounting standard PS 3160 *Public Private Partnerships*. The new accounting standard establishes guidelines for the recognition, measurement, presentation, and disclosure of infrastructure procured through certain types of public private partnership arrangements. Given the nature of its work, the Trust Conservancy does not engage in these types of partnerships and as such, adoption of the standard has had no impact on the financial statements.

Where known, Indigenous names of protected areas are used in the Financial Statements.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: There are no findings that require action.

FINANCIAL: None.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: The approved Audited Financial Statements will be posted to the ITC website, included in the 2023/24 Annual Report and provided to Trust Council in June as an information item.

FIRST NATIONS: None.

CLIMATE CHANGE: None.

OTHER: None.

4 **RELEVANT POLICY(S):** *Islands Trust Act*, [Section 45](#)

5 **ATTACHMENT(S):**

- Draft Audited Financial Statements of the Islands Trust Conservancy Year Ended March 31, 2024
- Islands Trust Conservancy Audit Findings Report for the Year Ended March 31, 2024

RESPONSE OPTIONS

Recommendation: That the Islands Trust Conservancy Board approve the Audited Financial Statements for the 2023/24 fiscal year, and refer the statements to Islands Trust Council for information.

Alternative: None identified.

Prepared By: Kate Emmings, Manager, Islands Trust Conservancy

Financial Statements of

**THE ISLANDS TRUST
CONSERVANCY**

Year ended March 31, 2024

INDEPENDENT AUDITOR'S REPORT

To the Trustees of The Islands Trust Conservancy Board, the Trustees of Islands Trust and the Minister of Municipal Affairs

Opinion

We have audited the financial statements of the Islands Trust Conservancy (the Entity) which comprise:

- the statement of financial position as at March 31, 2024
- the statement of operations for the year then ended
- the statement of changes in fund balances for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(hereinafter referred to as the “financial statements”).

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Entity as at March 31, 2024, and its results of operations, its changes in fund balances and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the “**Auditor’s Responsibilities for the Audit of the Financial Statements**” section of our auditor’s report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.



In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Victoria, Canada

_____, 2024

THE ISLANDS TRUST CONSERVANCY

Statement of Financial Position

March 31, 2024, with comparative information for 2023

	Opportunity Fund	Restricted Fund	Capital Fund	Endowment Fund	2024 Total	2023 Total
(Schedule 1)						
Assets:						
Current assets:						
Cash	\$ 54,472	\$ 116,867	\$ -	\$ -	\$ 174,339	\$ 357,156
Short-term investments (note 2)	83,468	309,204	-	88,000	480,672	266,950
Grants receivable	-	22,000	-	-	22,000	23,850
	140,940	448,071	-	88,000	677,011	647,956
Investments (note 3)	-	181,225	-	-	181,225	172,249
Land (notes 5 and 7)	-	-	16,066,100	3,076,601	19,142,701	18,421,701
	\$ 140,940	\$ 629,296	\$ 16,066,100	\$ 3,164,601	\$ 20,000,937	\$ 19,241,906
Liabilities:						
Current liabilities:						
Deferred contributions	\$ 28,138	\$ -	\$ -	\$ -	\$ 28,138	\$ 45,049
Grants payable	1,400	-	-	-	1,400	18,965
Due to Islands Trust	8,028	92,854	-	-	100,882	71,061
	37,566	92,854	-	-	130,420	135,075
Asset retirement obligations (note 4)	-	82,854	-	-	82,854	80,708
Fund Balances:						
Unrestricted	103,374	-	-	-	103,374	84,882
Investment in land (note 5)	-	-	16,066,100	-	16,066,100	15,345,100
Internally restricted (note 6)	-	30,141	-	-	30,141	31,562
Externally restricted (note 6)	-	423,447	-	-	423,447	399,978
Restricted for endowment purposes (note 7)	-	-	-	3,164,601	3,164,601	3,164,601
	103,374	453,588	16,066,100	3,164,601	19,787,663	19,026,123
Subsequent event (note 11)						
	\$ 140,940	\$ 629,296	\$ 16,066,100	\$ 3,164,601	\$ 20,000,937	\$ 19,241,906

The accompanying notes are an integral part of these financial statements.

Approved by the Islands Trust Conservancy Board:

Board member

Board member

DRAFT - May 24, 2024

THE ISLANDS TRUST CONSERVANCY

Statement of Operations

Year ended March 31, 2024, with comparative information for 2023

	Opportunity Fund	Restricted Fund	Capital Fund	Endowment Fund	2024 Total	2023 Total
(Schedule 2)						
Revenue:						
Donations:						
Cash	\$ 26,412	\$ -	\$ -	\$ -	\$ 26,412	\$ 100,406
Land	-	-	721,000	-	721,000	1,208,000
Grants	-	220,007	-	-	220,007	245,529
Rental income	-	10,760	-	-	10,760	10,507
Investment income (loss)	8,990	36,632	-	-	45,622	10,205
	35,402	267,399	721,000	-	1,023,801	1,574,647
Expenses:						
Repairs and maintenance - Alton property	-	19,656	-	-	19,656	16,482
Property management	-	3,359	-	-	3,359	1,260
Asset retirement cost (note 4)	-	-	-	-	-	79,483
Accretion expense	-	2,146	-	-	2,146	1,226
Bank charges	-	190	-	-	190	143
Grants to external parties	-	-	-	-	-	101,001
Screech Owl management	16,910	-	-	-	16,910	-
Species at Risk	-	220,000	-	-	220,000	238,500
	16,910	245,351	-	-	262,261	438,095
Excess (deficiency) of revenue over expenses	\$ 18,492	\$ 22,048	\$ 721,000	\$ -	\$ 761,540	\$ 1,136,552

The accompanying notes are an integral part of these financial statements.

THE ISLANDS TRUST CONSERVANCY

Statement of Changes in Fund Balances

Year ended March 31, 2024, with comparative information for 2023

	Opportunity Fund	Restricted Fund	Capital Fund	Endowment Fund	Total
Fund balances, March 31, 2022	\$ 114,230	\$ 473,640	\$ 14,137,100	\$ 3,164,601	\$ 17,889,571
Excess (deficiency) of revenue over expenses	(29,348)	(42,100)	1,208,000	-	1,136,552
Fund balances, March 31, 2023	84,882	431,540	15,345,100	3,164,601	19,026,123
Excess (deficiency) of revenue over expenses	18,492	22,048	721,000	-	761,540
Fund balances, March 31, 2024	\$ 103,374	\$ 453,588	\$ 16,066,100	\$ 3,164,601	\$ 19,787,663

The accompanying notes are an integral part of these financial statements.

THE ISLANDS TRUST CONSERVANCY

Statement of Cash Flows

Year ended March 31, 2024, with comparative information for 2023

	2024	2023
Cash provided by (used in):		
Operating activities:		
Excess of revenue over expenses	\$ 761,540	\$ 1,136,552
Item not involving cash:		
Donation of land	(721,000)	(1,208,000)
Accretion	2,146	1,226
Asset retirement obligation	-	42,774
Changes in non-cash operating working capital:		
Grants payable	(17,565)	18,965
Grants receivable	1,850	8,100
Due to Islands Trust	29,821	(17,113)
Deferred contributions	(16,911)	45,049
	<u>39,881</u>	<u>27,553</u>
Capital activities:		
Cash received for settlement of asset retirement obligation	-	36,708
Investing activities:		
Decrease in short-term investments	(22,013)	2,683
Decrease in long-term investments	(8,976)	162,501
Purchase of investments	(191,709)	(167,000)
	<u>(222,698)</u>	<u>(1,816)</u>
Increase (decrease) in cash	(182,817)	62,445
Cash, beginning of year	357,156	294,711
Cash, end of year	\$ 174,339	\$ 357,156

The accompanying notes are an integral part of these financial statements.

THE ISLANDS TRUST CONSERVANCY

Notes to Financial Statements

Year ended March 31, 2024

The Islands Trust Conservancy (the “Trust Conservancy”) is incorporated under The Islands Trust Act of British Columbia and is empowered to accept donations, grants and bequests on behalf of The Islands Trust and to hold land and other property in compliance with a Trust Conservancy plan approved by the Ministry of Municipal Affairs.

The Islands Trust Council (the “Trust”) is also incorporated under The Islands Trust Act of British Columbia. The objectives of the Trust are to preserve and protect the Trust area and its unique amenities and environment for the benefit of the residents of the Trust area and of the Province generally.

The Trust Conservancy is administered by the Trust and for financial reporting purposes, the Trust and the Trust Conservancy are reported on separately. The Trust Conservancy’s annual expenses are funded by and reported as part of the Trust in accordance with The Islands Trust Act. These financial statements present the financial position and changes in fund balances of the Trust Conservancy.

1. Significant accounting policies:

The financial statements have been prepared in accordance with Canadian Public Sector Accounting Standards including the 4200 standards for government not-for-profit organizations:

(a) Fund accounting:

The Trust Conservancy follows the restricted fund method of accounting for contributions.

The Opportunity Fund reports unrestricted resources.

The Restricted Fund reports the assets, liabilities, revenue and expenses related to internally and externally restricted assets.

The Capital Fund reports the assets, liabilities, revenue and expenses related to the Trust Conservancy’s capital assets.

The Endowment Fund reports resources that are contributed for endowment purposes.

(b) Financial instruments:

Financial instruments are recorded at fair value on initial recognition. Derivative instruments and equity instruments that are quoted in an active market are reported at fair value. All other financial instruments are subsequently recorded at cost or amortized cost unless management has elected to carry the instruments at fair value. Management has elected to record short-term investments at fair value as they are managed and evaluated on a fair value basis. Investments in guaranteed investment certificates are recorded at amortized cost.

Unrealized changes in fair value are recognized in the statement of remeasurement gains and losses until they are realized, when they are transferred to the statement of operations.

THE ISLANDS TRUST CONSERVANCY

Notes to Financial Statements

Year ended March 31, 2024

1. Significant accounting policies (continued):

(b) Financial instruments (continued):

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using the straight-line method.

All financial assets are assessed for impairment on an annual basis. When a decline is determined to be other than temporary, the amount of the loss is reported in the statement of operations and any unrealized gain is adjusted through the statement of remeasurement gains and losses. When the asset is sold, the unrealized gains and losses previously recognized in the statement of remeasurement gains and losses are reversed and recognized in the statement of operations. During the years presented, there are no unrealized gains and losses, and as a result, no statement of remeasurement gains and losses has been included in these financial statements. Short-term investments held by the Trust Conservancy are classified as Level 2 investments for fair value measurement and there were no changes in classification in the years presented.

(c) Land:

Purchased land is recorded at cost. Contributed land is recorded at estimated fair value at the date of contribution.

(d) Revenue recognition:

Restricted contributions are recorded as revenue of the appropriate restricted fund when received or receivable, if the amount can be reasonably estimated and collection is reasonably assured.

Unrestricted contributions are recorded as revenue of the Opportunity Fund in the year received or receivable if the amount can be reasonably estimated and collection is reasonably assured. Restricted contributions for which there is no restricted fund are recognized as revenue of the Opportunity Fund in the period in which related expenses are incurred.

Contributions for endowment are recorded as revenue in the Endowment Fund balance.

Interest income earned on Endowment Fund resources is restricted for the purpose of maintaining certain specified property and is recorded in the Restricted Fund. Interest income of internally restricted funds is recorded as revenue of the Restricted Fund. Other interest income is recorded as revenue of the Opportunity Fund when earned.

All other forms of income are recorded as revenue of the Opportunity Fund when received or receivable.

THE ISLANDS TRUST CONSERVANCY

Notes to Financial Statements

Year ended March 31, 2024

1. Significant accounting policies (continued):

(e) Liability for contaminated sites:

A liability for contaminated sites is recognized when a site is not in productive use and the following criteria are met:

- (i) an environmental standard exists;
- (ii) contamination exceeds the environmental standard;
- (iii) the Trust Conservancy is directly responsible or accepts responsibility;
- (iv) it is expected that future economic benefits will be given up; and
- (v) a reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.

(f) Asset retirement obligations:

An asset retirement obligation is recognized when, as at the financial reporting date, all of the following criteria are met:

- (i) There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- (ii) The past transaction or event giving rise to the liability has occurred;
- (iii) It is expected that future economic benefits will be given up; and
- (iv) A reasonable estimate of the amount can be made.

The liability for the removal of asbestos and other hazardous materials in the Ruby Alton house owned by the Trust Conservancy has been recognized based on estimated expenses on remediation or demolition of the structure. The liability for costs to remove rustic structures on Link Island has been recognized based on contributed funds received for the purposes of future removal of the structures.

THE ISLANDS TRUST CONSERVANCY

Notes to Financial Statements

Year ended March 31, 2024

1. Significant accounting policies (continued):

(g) Natural assets:

The Trust Conservancy is fortunate to have, and to be mandated to protect, many natural assets in the Island Trust Area that reduce the need for engineered infrastructure that might otherwise be required by other government agencies to provide various services to the islands. This includes island aquifers (water storage and filtration); streams, ditches and wetlands (rain water management); forests (carbon sequestration); and foreshore areas (natural seawalls). Canadian public sector accounting standards do not provide for the valuation and recording of such assets in the financial statements. As such, these natural assets are not reported in these financial statements. Nevertheless, the Conservancy acknowledges the importance of these assets and the need to manage them in conjunction with engineered infrastructure that is managed by other government agencies.

(h) Use of estimates:

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions which affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures during the period. Estimates include assumptions used in estimating the fair value of contributed land at the date of contribution and asset retirement obligations. Actual results could differ from those estimates.

(i) Change in accounting policy:

On April 1, 2023 the Trust Conservancy adopted Canadian public sector accounting standard PS 3400 *Revenue Recognition*. The new accounting standard differentiates between revenue arising from transactions with performance obligations (exchange transactions) and transactions that do not have performance obligations (non-exchange transactions). The standard was adopted on a prospective basis at the date of adoption resulting in no changes to accumulated surplus or annual surplus for comparative years presented.

On April 1, 2023 the Trust Conservancy adopted Canadian public sector accounting standard PS 3160 *Public Private Partnerships*. The new accounting standard establishes guidelines for the recognition, measurement, presentation, and disclosure of infrastructure procured through certain types of public private partnership arrangements. Given the nature of its work, the Trust Conservancy does not engage in these types of partnerships and as such, adoption of the standard has had no impact on the financial statements.

THE ISLANDS TRUST CONSERVANCY

Notes to Financial Statements

Year ended March 31, 2024

2. Short-term investments:

Short-term investments consist of an endowment fund with the Victoria Foundation and Municipal Finance Authority of British Columbia ("MFA") Short Term Bond and Money Market Funds. Investments in MFA Funds are recorded at market value.

3. Investments:

Investments consist of guaranteed investment certificate that matures on November 4, 2024. It has an interest rate of 5.6%.

4. Asset retirement obligations:

The Trust Conservancy owns one building located on the Ruby Alton Nature Reserve that is known to contain asbestos and other hazardous materials, which represents a health hazard upon demolition or remediation of the building and there is a legal obligation to remove it.

During the 2023 year, the Trust Conservancy received a contributed asset, Link Island Nature Reserve, which contains a rustic cabin structure that will require future removal as a result of an agreement with the donor family. This required removal represents an asset retirement obligation under PS 3280. Estimated costs have been based on the present value of funds received from the donor to remove the structures.

Asset retirement obligations by asset are as follows:

	Acquisition year	2024	2023
Asset			
Ruby Alton house	2002	\$ 45,320	\$ 44,000
Link Island structures	2023	37,534	36,708
		\$ 82,854	\$ 80,708

THE ISLANDS TRUST CONSERVANCY

Notes to Financial Statements

Year ended March 31, 2024

5. Land:

	Acquisition year	2024	2023
Inner Island Nature Reserve, Denman Island	1992	\$ 70,000	\$ 70,000
Coats Millstone Reserve, Gabriola Island	1994	100,000	100,000
E,HO, (Medicine Beach) Nature Sanctuary, North Pender Island	1996	477,000	477,000
Cunningham Nature Reserve, Salt Spring Island	1994	265,000	265,000
Deep Ridge Nature Reserve, Salt Spring Island	1992	255,000	255,000
Lower Mt. Erskine Nature Reserve, Salt Spring Island	1996	284,000	284,000
Kwel Nature Sanctuary, Lasqueti Island	1997	195,497	195,497
Singing Woods Nature Reserve, Bowen Island	1999	157,000	157,000
Trincomali Nature Sanctuary, Galiano Island	2001	242,406	242,406
Horton Bayviary Nature Reserve, Mayne Island	2002	210,000	210,000
Morrison Marsh Nature Reserve, Denman Island	2006	438,000	438,000
Brigade Bay Bluffs Nature Reserve, Gambier Island	2006	150,000	150,000
Long Bay Wetland Nature Reserve, Gambier Island	2006	305,000	305,000
S'ul-hween X'pey (Elder Cedar) Nature Reserve, Gabriola Island	2007	658,000	658,000
Mount Artaban Nature Reserve, Gambier Island	2009	1,177,000	1,177,000
Fairy Fen Nature Reserve, Bowen Island	2011	1,817,000	1,817,000
Laughlin Lake Nature Reserve, Galiano Island	2013	56,000	56,000
Vanilla Leaf Land Nature Reserve, Galiano Island	2014	217,000	217,000
Fairyslipper Forest Nature Reserve, Thetis Island	2017	550,266	550,266
Sandy Beach Nature Reserve, Keats Island	2022	2,703,000	2,703,000
Link Island Nature Reserve, Link Island	2023	1,208,000	1,208,000
Larmour Nature Reserve, Salt Spring Island	2024	721,000	-
		12,256,169	11,535,169
Properties acquired under the Federal Government Ecological Gifts Program:			
Mt. Trematon Nature Reserve, Lasqueti Island	2006	320,000	320,000
David Otter Nature Reserve, Bowen Island	2007	620,000	620,000
John Osland Nature Reserve, Lasqueti Island	2012	890,000	890,000
Valens Brook Nature Reserve Lot A, Denman Island	2013	280,000	280,000
Burren's Acres Nature Reserve, Gabriola Island	2014	210,000	210,000
Moore Hill Nature Reserve, Thetis Island	2017	780,000	780,000
Valens Brook Nature Reserve Lot 1, Denman Island	2019	85,000	85,000
Salish View Nature Reserve, Lasqueti Island	2020	304,931	304,931
Lisa Baile Nature Reserve, North Pender Island	2023	320,000	320,000
		3,809,931	3,809,931
		\$ 16,066,100	\$ 15,345,100

The Conservancy has a 99-year lease with BC Parks Foundation to manage Lands owned by the Foundation as a Nature Reserve, known as Saturnina Island Nature Reserve.

THE ISLANDS TRUST CONSERVANCY

Notes to Financial Statements

Year ended March 31, 2024

6. Restricted Fund balances:

	2024	2023
Internally restricted:		
McFadden Creek management fund	\$ 18,635	\$ 20,626
Property Management fund	11,506	10,936
	<u>30,141</u>	<u>31,562</u>
Externally restricted:		
Alton Nature Reserve - maintenance fund	121,761	111,384
Morrison Fund	10,838	10,467
Covenant Defense Fund	125,087	118,894
Lasqueti Acquisition Fund	31,934	30,465
Gambier Acquisition Fund	131,659	127,433
Thetis Island Acquisition Fund	1,403	1,335
Link Island Removal Fund	765	-
	<u>423,447</u>	<u>399,978</u>
	<u>\$ 453,588</u>	<u>\$ 431,540</u>

7. Restricted for endowment purposes:

	Acquisition year	2024	2023
Short-term investments			
Alton Nature Reserve - maintenance	2002	\$ 88,000	\$ 88,000
Land:			
Lindsay Dickson Nature Reserve, Denman Island	2001	2,200,000	2,200,000
Alton Nature Reserve, Salt Spring Island	2002	454,000	454,000
McFadden Creek Nature Sanctuary, Salt Spring Island	2015	422,601	422,601
		<u>3,076,601</u>	<u>3,076,601</u>
		<u>\$ 3,164,601</u>	<u>\$ 3,164,601</u>

THE ISLANDS TRUST CONSERVANCY

Notes to Financial Statements

Year ended March 31, 2024

7. Restricted for endowment purposes (continued):

Investment gains (losses) on endowment funds for the year of \$6,502 (2023 - (\$2,683)) have been recorded in the Restricted Fund.

Two properties owned by the Trust Conservancy, the Lindsay Dickson property on Denman Island, and the Alton property on Salt Spring Island, were donated on the condition that the properties be used and managed in certain ways. The Lindsay Dickson property was donated “for so long as the land is used as a nature reserve for the use, benefit and enjoyment of the residents of B.C.” The Alton property is to be held, managed and preserved for its ecological, environment and scenic features and not as a recreational park. The residence, gardens and driveway are to be preserved and managed for non-profit purposes.

In the event that these properties are not managed accordingly, the properties could revert to the Province of British Columbia in the case of the Lindsay Dickson Nature Reserve and to the Executors of the donor’s estate in the case of the Alton Nature Reserve.

In 2015, the McFadden Creek Nature Sanctuary on Salt Spring Island was donated to the Trust Conservancy on the condition that the property was to be protected, preserved and maintained in its natural state. Should a disposition of this property ever be triggered, there is a Right of First Refusal on the property in favor of the Wild Bird Trust of BC.

8. Interfund transfer:

There were no interfund transfers in the current year or in the prior year.

9. Related party:

The Trust is related to the Trust Conservancy through the composition of the Trust Conservancy’s Board. The Trust Conservancy’s Board is comprised of three members from the Trust’s Council and up to three members appointed by the Minister of Municipal Affairs.

The Trust Conservancy’s annual expenses are funded by and reported as part of the Trust in accordance with The Islands Trust Act. The expenses are summarized as follows:

	2024	2023
Operations and property management	\$ 963,375	\$ 884,981
Board	9,747	10,725
Administration	289,113	279,181
	<u>\$ 1,262,235</u>	<u>\$ 1,174,887</u>

At March 31, 2024, amounts owing to Islands Trust were \$100,987 (2023 - \$71,061).

THE ISLANDS TRUST CONSERVANCY

Notes to Financial Statements

Year ended March 31, 2024

10. Financial risks and concentration of risk:

The Trust Conservancy's financial instruments consist of cash, short-term investments, investments, grants receivable, grants payable and amounts due to Islands Trust. It is management's opinion that the Trust Conservancy is not exposed to significant interest, currency or credit risk arising from these financial instruments. The maximum exposure to credit risk at March 31, 2024 is the carrying value of cash, short-term investments and investments and grants receivable. The Trust Conservancy deals with creditworthy counterparties to mitigate credit risk. The Trust Conservancy manages its liquidity risk by monitoring its operating requirements. Interest rate risk is not significant due to the short term nature of investments held. There have been no significant changes to risk exposure in the years presented.

THE ISLANDS TRUST CONSERVANCY

Statement of Financial Position

Schedule 1

March 31, 2023

	Opportunity Fund	Restricted Fund	Capital Fund	Endowment Fund	2023 Total
Assets:					
Current assets:					
Cash	\$ 144,281	\$ 212,875	\$ -	\$ -	\$ 357,156
Short-term investments	-	178,950	-	88,000	266,950
Grants receivable	-	23,850	-	-	23,850
	144,281	415,675	-	88,000	647,956
Investments	-	172,249	-	-	172,249
Land	-	-	15,345,100	3,076,601	18,421,701
	\$ 144,281	\$ 587,924	\$ 15,345,100	\$ 3,164,601	\$ 19,241,906
Liabilities:					
Current liabilities:					
Deferred contributions	\$ 45,049	\$ -	\$ -	\$ -	\$ 45,049
Grants payable	14,350	4,615	-	-	18,965
Due to Islands Trust	-	71,061	-	-	71,061
	59,399	75,676	-	-	135,075
Asset retirement obligations (note 4)	-	80,708	-	-	80,708
Fund Balances:					
Unrestricted	84,882	-	-	-	84,882
Investment in land (note 5)	-	-	15,345,100	-	15,345,100
Internally restricted (note 6)	-	31,562	-	-	31,562
Externally restricted (note 6)	-	399,978	-	-	399,978
Restricted for endowment purposes (note 7)	-	-	-	3,164,601	3,164,601
	84,882	431,540	15,345,100	3,164,601	19,026,123
	\$ 144,281	\$ 587,924	\$ 15,345,100	\$ 3,164,601	\$ 19,241,906

THE ISLANDS TRUST CONSERVANCY

Statement of Operations

Schedule 2

Year ended March 31, 2023

	Opportunity Fund	Restricted Fund	Capital Fund	Endowment Fund	2023 Total
Revenue:					
Donations:					
Cash	\$ 61,258	\$ 39,148	\$ -	\$ -	\$ 100,406
Land	-	-	1,208,000	-	1,208,000
Grants	-	245,529	-	-	245,529
Rental income	-	10,507	-	-	10,507
Investment income (loss)	5,895	4,310	-	-	10,205
	67,153	299,494	1,208,000	-	1,574,647
Expenses:					
Repairs and maintenance - Alton property	-	16,482	-	-	16,482
Property management	-	1,260	-	-	1,260
Asset retirement cost (note 4)	-	79,483	-	-	79,483
Accretion expense	-	1,226	-	-	1,226
Bank charges	115	28	-	-	143
Grants to external parties	96,386	4,615	-	-	101,001
Species at Risk	-	238,500	-	-	238,500
	96,501	341,594	-	-	438,095
Excess (deficiency) of revenue over expenses	\$ (29,348)	\$ (42,100)	\$ 1,208,000	\$ -	\$ 1,136,552



The Islands Trust Conservancy

**Audit Findings Report
for the year ended March 31, 2024**

KPMG LLP

Prepared for the meeting on May 28, 2024

kpmg.ca/audit

KPMG contacts

Key contacts in connection with this engagement

Lenora Lee

Lead Audit Engagement Partner

250-480-3588

lenoramlee@kpmg.ca

Table of contents

Digital use information

This Audit Findings Report is also available as a “hyper-linked” PDF document.

If you are reading in electronic form (e.g. In “Adobe Reader” or “Board Books”), clicking on the home symbol on the top right corner will bring you back to this slide.



Click on any item in the table of contents to navigate to that section.

4	Highlights	5	Status	6	Materiality	10	Risks and results
11	Control deficiencies	13	Policies and practices	14	Appendices		

The purpose of this report is to assist you, as a member of the Board of Trustees, in your review of the results of our audit of the financial statements as at and for the period ended March 31, 2024. This report is intended solely for the information and use of Management and the Board and should not be used for any other purpose or any other party. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this report has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.



Audit highlights



No matters to report



Matters to report – see link for details

Scope

Our audit of the financial statements (“financial statements”) of the Islands Trust Conservancy (the “Entity”) as at and for the year ended March 31, 2024, was performed in accordance with Canadian generally accepted auditing standards.

Status

We have completed the audit of the financial statements (“financial statements”), with the exception of certain remaining outstanding procedures, which are highlighted on the ‘Status’ slide of this report.



Risks assessment and results



Significant risks



No significant risks to report beyond those required by professional standards



Other risks of material misstatement



Other procedures



Going concern matters

Uncorrected misstatements



Uncorrected misstatements

There were no uncorrected audit misstatements identified.

Corrected misstatements



Corrected misstatements

There were no corrected audit misstatements identified.

Control observations

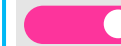


Control observations



We did not identify any control deficiencies that we determined to be significant deficiencies in internal control over financial reporting.

Policies and practices



Accounting policies and practices



Other financial reporting matters



Status

As of the date of this report, we have completed the audit of the financial statements, with the exception of certain remaining procedures, which include amongst others:

- Completing our discussions with the Board of Trustees
- Obtaining evidence of the Board's acceptance of the financial statements
- Obtaining a signed management representation letter
- Completing subsequent event review procedures up to the date of the Board's acceptance of the financial statements.

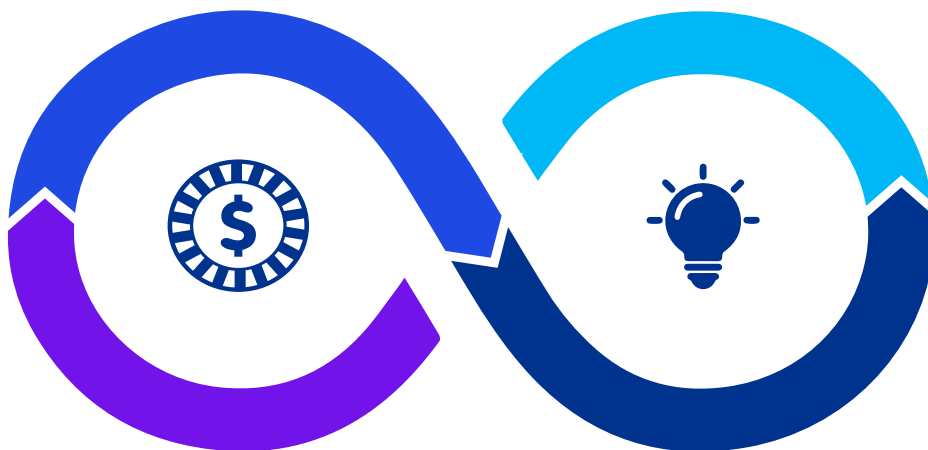
We will update the Board on significant matters, if any, arising from the completion of the audit, including the completion of the above procedures.

A draft of our auditor's report is included in the draft financial statements.





Materiality



We **initially determine materiality** at a level at which we consider that misstatements could reasonably be expected to influence the economic decisions of users. Determining materiality is a matter of **professional judgement**, considering both quantitative and qualitative factors, and is affected by our perception of the common financial information needs of users of the financial statements as a group. We do not consider the possible effect of misstatements on specific individual users, whose needs may vary widely.

We **reassess materiality** throughout the audit and revise materiality if we become aware of information that would have caused us to determine a different materiality level initially.

Plan and perform the audit

We **initially determine materiality** to provide a basis for:

- Determining the nature, timing and extent of risk assessment procedures;
- Identifying and assessing the risks of material misstatement; and
- Determining the nature, timing, and extent of further audit procedures.

We design our procedures to detect misstatements at a level less than materiality in individual accounts and disclosures, to reduce to an appropriately low level the probability that the aggregate of uncorrected and undetected misstatements exceeds materiality for the financial statements as a whole.

Evaluate the effect of misstatements

We also **use materiality** to evaluate the effect of:

- Identified misstatements on our audit; and
- Uncorrected misstatements, if any, on the financial statements and in forming our opinion.



Materiality



Materiality
\$12,000
(2023: \$12,000)

Prior year revenues

(average of prior years audited revenues)

\$474,825

(2023: \$496,461)

% Benchmark

2.53%

(2023: 2.42%)

Audit Misstatement Posting Threshold

\$600

(2023: \$600)



Significant risks



Management Override of Controls (non-rebuttable significant risk of material misstatement)

RISK OF



FRAUD

**Presumption
of the risk of fraud
resulting from
management
override of
controls**

Why is it significant?

Management is in a unique position to perpetrate fraud because of its ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. Although the level of risk of management override of controls will vary from entity to entity, the risk nevertheless is present in all entities.

Procedures and significant findings

As this presumed risk of material misstatement due to fraud is not rebuttable, our audit methodology incorporates the required procedures in professional standards to address this risk. These procedures include:

- testing of journal entries and other adjustments,
- performing a retrospective review of estimates
- evaluating the business rationale of significant unusual transactions.

There were no issues noted in our testing.



Other areas of focus



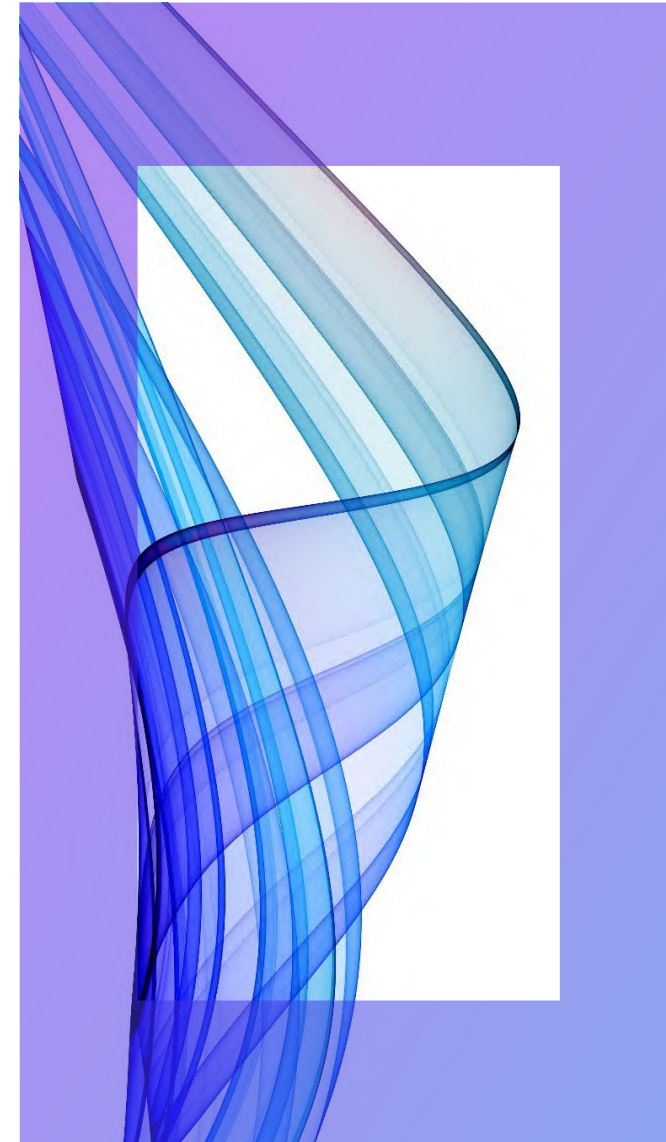
Donation of land

Our procedures

- During fiscal 2024, the Conservancy received the donation of land Lamour Nature Reserve, on Salt Spring Island. The parcel represents the Rural Zone of a portion of property that was subdivided and transferred to the Conservancy. The Conservancy recognized land and revenue in the Capital Fund of \$721,000.
- We performed the following procedures:
 - We obtained and inspected the donation and related agreements, including statement of title.
 - We inspected the BC Assessment valuation as the basis of management's estimate of fair value of the land on donation.
 - We reviewed the accounting treatment and presentation of the transaction in the financial statements.

Significant findings

We noted no issues as a result of our testing.





Other areas of focus



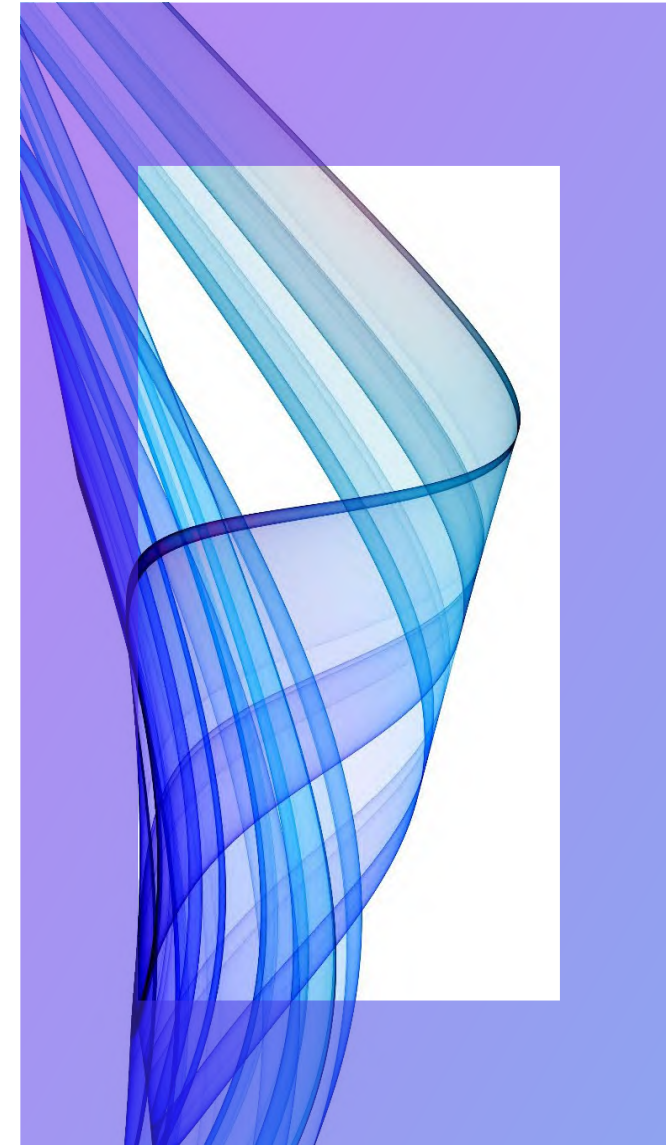
Species at Risk grant

Our response

- During the year, the Conservancy continued its work funded by the Species at Risk grant from Environment and Climate Change Canada, ECCC.
- The amount of grant available and recognized as revenue in fiscal 2024 was \$220,000.
- We inspected the \$220,000 of costs incurred by Islands Trust and billed to the Conservancy. We evaluated the eligibility of the expenses in accordance with terms of the agreement.

Response and findings

- We noted no issues as a result of our testing.





Other areas of focus



Other account balances and transactions

Response and findings

Revenues

- We substantively tested revenues received throughout the year by agreeing grant revenues and donations to supporting documents and receipt of funds.
- We performed trend analysis over revenues to determine if variances are reasonable and consistent with activity for the year.

Operating expenses and accounts payable

- We performed trend analysis over expenses to determine if variances are reasonable and consistent with activity for the year.
- We tested subsequent payments to determine if expenses are captured in the appropriate year.

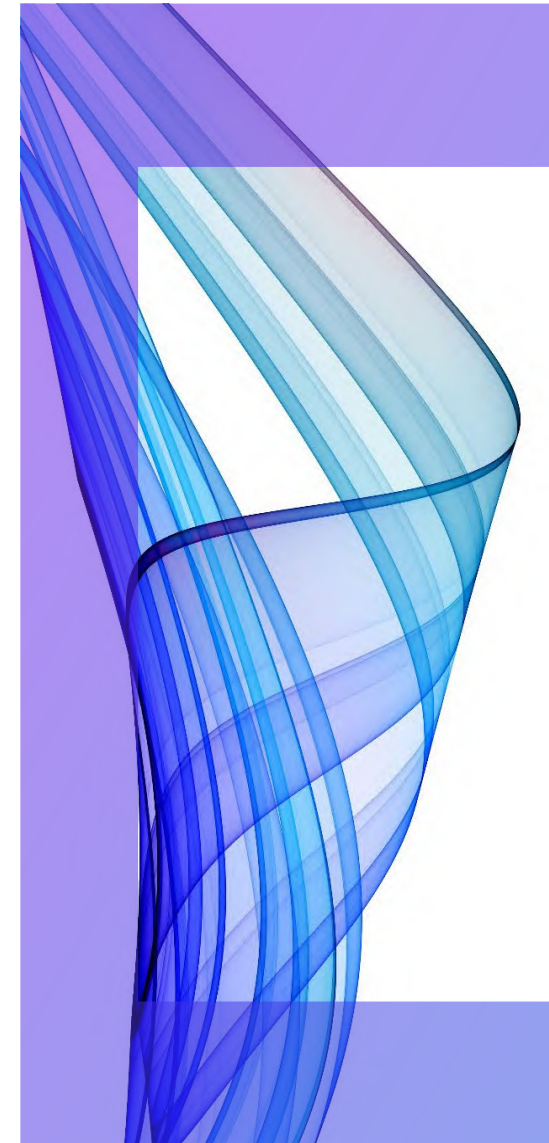
Cash, investments and loans

- We confirmed cash and investment balances with third parties.
- We developed an expectation over investment income earned and compared to actual.

Financial statement presentation

- We assessed the presentation of transactions in the appropriate fund (Opportunity, Restricted, Capital and Endowment) and disclosure of transactions in the notes to the financial statements.

We noted no issues as a result of our testing.





Control deficiencies

Consideration of internal control over financial reporting (ICFR)

In planning and performing our audit, we considered ICFR relevant to the Entity's preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on ICFR.



Our understanding of internal control over financial reporting was for the limited purpose described above and was not designed to identify all control deficiencies that might be significant deficiencies. The matters being reported are limited to those deficiencies that we have identified during the audit that we have concluded are of sufficient importance to merit being reported to those charged with governance.

Our awareness of control deficiencies varies with each audit and is influenced by the nature, timing, and extent of audit procedures performed, as well as other factors. Had we performed more extensive procedures on internal control over financial reporting, we might have identified more significant deficiencies to be reported or concluded that some of the reported significant deficiencies need not, in fact, have been reported.

A deficiency in internal control over financial reporting



A deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A deficiency in design exists when (a) a control necessary to meet the control objective is missing or (b) an existing control is not properly designed so that, even if the control operates as designed, the control objective would not be met. A deficiency in operation exists when a properly designed control does not operate as designed, or when the person performing the control does not possess the necessary authority or competence to perform the control effectively.

Significant deficiencies in internal control over financial reporting



A deficiency, or a combination of deficiencies, in internal control over financial reporting that, in our judgment, is important enough to merit the attention of those charged with governance.

We did not identify any significant deficiencies in internal control over financial reporting.



Accounting policies and practices

We also highlight the following:



Significant accounting policies



- Management adopted PS3400 *Revenue Recognition* and PS3160, *Public Private Partnerships* during the year – management assessed the standards and concluded the new standards had no impact on the financial statements. We concur with management's conclusion.
- There were no significant accounting policies in controversial or emerging areas.
- There were no issues noted with the timing of transactions in relation to the period in which they were recorded.
- There were no issues noted with the extent to which the financial statements are affected by a significant unusual transactions and extent of disclosure of such transactions.
- There were no issues noted with the extent to which the financial statements are affected by non-recurring amounts recognized during the period and extent of disclosure of such transactions.



Significant accounting estimates



- There were no issues noted with management's identification of accounting estimates.
- There were no issues noted with management's process for making accounting estimates.
- There were no indicators of possible management bias.



Significant qualitative aspects of financial statement presentation and disclosure



- There were no issues noted with the judgments made, in formulating particularly sensitive financial statement disclosures.
- There were no issues noted with the overall neutrality, consistency, and clarity of the disclosures in the financial statements.
- There were no significant potential effects on the financial statements of significant risks, exposures and uncertainties.

Appendices

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Required
communicated

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Management
representation letter

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Audit quality

4

Changes in accounting
standards

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Insights

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Environmental, social
and governance (ESG)



Appendix 1: Required communications



Auditor's report

Refer to the draft report attached to the financial statements.

Engagement letter

The objectives of the audit, our responsibilities in carrying out our audit, as well as management's responsibilities, are set out in the engagement letter.



Independence

As required by professional standards, we have considered all relationships between KPMG and the Entity that may have a bearing on independence. We confirm that we are independent with respect to the Entity within the meaning of the relevant rules and related interpretations prescribed by the relevant professional bodies in Canada and any other standards or applicable legislation or regulation from April 1, 2023 up until the date of this report.

Management representation letter

We will obtain from management certain representations at the completion of the audit. In accordance with professional standards, a copy of the representation letter is attached.



Appendix 2: Management representation letter

DATE

Ladies and Gentlemen:

We are writing at your request to confirm our understanding that your audit was for the purpose of expressing an opinion on the financial statements (hereinafter referred to as "financial statements") of Islands Trust Conservancy ("the Entity") as at and for the period ended March 31, 2024.

General:

We confirm that the representations we make in this letter are in accordance with the definitions as set out in [Attachment I](#) to this letter.

We also confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Responsibilities:

- 1) We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated July 9, 2021, including for:
 - a) the preparation and fair presentation of the financial statements and believe that these financial statements have been prepared and present fairly in accordance with the relevant financial reporting framework.
 - b) providing you with all information of which we are aware that is relevant to the preparation of the financial statements, such as all financial records and documentation and other matters, including:
 - the names of all related parties and information regarding all relationships and transactions with related parties; and
 - the complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared, of the Board of Trustees that may affect the financial statements. All significant actions are included in such summaries.
 - c) providing you with unrestricted access to such relevant information.
 - d) providing you with complete responses to all enquiries made by you during the engagement.
 - e) providing you with additional information that you may request from us for the purpose of the engagement.
 - f) providing you with unrestricted access to persons within the Entity from whom you determined it necessary to obtain audit evidence.
 - g) such internal control as we determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. We also acknowledge and understand that we are responsible for the design, implementation and maintenance of internal control to prevent and detect fraud.
 - h) ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements.

Internal control over financial reporting:

- 2) We have communicated to you all deficiencies in the design and implementation or maintenance of internal control over financial reporting of which we are aware.

Fraud & non-compliance with laws and regulations:

- 3) We have disclosed to you:
 - a) the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
 - b) all information in relation to fraud or suspected fraud that we are aware of that involves:
 - management;
 - employees who have significant roles in internal control over financial reporting; or
 - otherswhere such fraud or suspected fraud could have a material effect on the financial statements.
 - c) all information in relation to allegations of fraud, or suspected fraud, affecting the financial statements, communicated by employees, former employees, analysts, regulators, or others.
 - d) all known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements, whose effects should be considered when preparing financial statements.
 - e) all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

Subsequent events:

- 4) All events subsequent to the date of the financial statements and for which the relevant financial reporting framework requires adjustment or disclosure in the financial statements have been adjusted or disclosed.

Related parties:

- 5) We have disclosed to you the identity of the Entity's related parties.
- 6) We have disclosed to you all the related party relationships and transactions/balances of which we are aware.
- 7) All related party relationships and transactions/balances have been appropriately accounted for and disclosed in accordance with the relevant financial reporting framework.

Estimates:

- 8) The methods, the data and the significant assumptions used in making accounting estimates, and their related disclosures are appropriate to achieve recognition, measurement or disclosure that is reasonable in the context of the applicable financial reporting framework.

Going concern:

- 9) We have provided you with all information relevant to the use of the going concern assumption in the financial statements.
- 10) We confirm that we are not aware of material uncertainties related to events or conditions that may cast significant doubt upon the Entity's ability to continue as a going concern.

Non-SEC registrants or non-reporting issuers:

- 11) We confirm that the Entity is not a Canadian reporting issuer (as defined under any applicable Canadian securities act) and is not a United States Securities and Exchange Commission ("SEC") Issuer (as defined by the Sarbanes-Oxley Act of 2002).
- 12) We also confirm that the financial statements of the Entity will not be included in the consolidated financial statements of a Canadian reporting issuer audited by KPMG or an SEC Issuer audited by any member of the KPMG organization.

Other information:

- 13) We confirm that the final version of Annual Report will be provided to you when available, and prior to issuance by the Entity, to enable you to complete your audit procedures in accordance with professional standards.

Commitments & contingencies:

- 14) There are no:
 - a) other liabilities that are required to be recognized and no other contingent assets or contingent liabilities that are required to be disclosed in the financial statements in accordance with the relevant financial reporting framework, including liabilities or contingent liabilities arising from illegal acts or possible illegal acts, or possible violations of human rights legislation
 - b) other environmental matters that may have an impact on the financial statements.

Yours very truly,

ISLANDS TRUST CONSERVANCY

Mr. Russ Hotsenpiller, Chief Administrative Officer

Ms. Julia Mobbs, Director of Administrative Services

Attachment I – Definitions

Materiality

Certain representations in this letter are described as being limited to matters that are material.

Information is material if omitting, misstating or obscuring it could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Judgments about materiality are made in light of surrounding circumstances, and are affected by perception of the needs of, or the characteristics of, the users of the financial statements and, the size or nature of a misstatement, or a combination of both while also considering the entity's own circumstances.

Fraud & error

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorization.

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.



Appendix 3: Audit quality - How do we deliver audit quality?

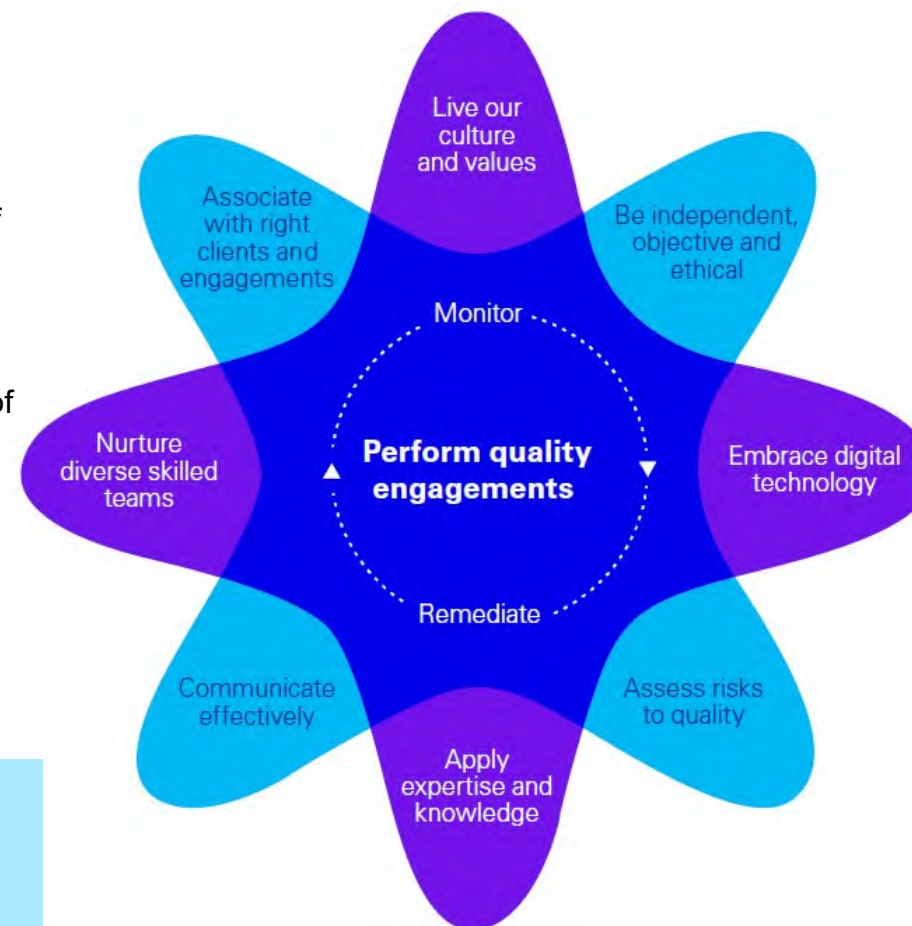
Quality essentially means doing the right thing and remains our highest priority. Our Global Quality Framework outlines how we deliver quality and how every partner and staff member contributes to its delivery.

The drivers outlined in the framework are the ten components of the KPMG System of Quality Management (SoQM). Aligned with ISQM 1/CSQM 1, our SoQM components also meet the requirements of the International Code of Ethics for Professional Accountants (including International Independence Standards) issued by the International Ethics Standards Board for Accountants (IESBA) and the relevant rules of professional conduct / code of ethics applicable to the practice of public accounting in Canada, which apply to professional services firms that perform audits of financial statements. Our Transparency Report includes our firm's Statement on the Effectiveness of our SoQM.

 [KPMG 2023 Audit Quality and Transparency Report](#)

We define 'audit quality' as being the outcome when:

- audits are **executed consistently**, in line with the requirements and intent of **applicable professional standards** within a strong **system of quality management**; and
- all of our related activities are undertaken in an environment of the utmost level of **objectivity, independence, ethics and integrity**.



Doing the right thing. Always.



Appendix 4: Changes in accounting standards

Standard	Summary and implications
Employee benefits <div data-bbox="211 682 445 743" style="border: 1px solid blue; border-radius: 15px; padding: 2px 10px; display: inline-block;">Proposed FY2027</div>	<ul style="list-style-type: none"> • The Public Sector Accounting Board has initiated a review of sections PS 3250 <i>Retirement benefits</i> and PS 3255 <i>Post-employment benefits, compensated absences and termination benefits</i>. • The intention is to use principles from International Public Sector Accounting Standard 39 <i>Employee benefits</i> as a starting point to develop the Canadian standard. • Given the complexity of issues involved and potential implications of any changes that may arise from the review of the existing guidance, the new standards will be implemented in a multi-release strategy. The first standard will provide foundational guidance. Subsequent standards will provide additional guidance on current and emerging issues. • The proposed section PS 3251 <i>Employee benefits</i> will replace the current sections PS 3250 <i>Retirement benefits</i> and PS 3255 <i>Post-employment benefits, compensated absences and termination benefits</i>. It will apply to fiscal years beginning on or after April 1, 2026. Early adoption will be permitted and guidance applied retroactively. • This proposed section would result in public sector entities recognizing the impact of revaluations of the net defined benefit liability (asset) immediately on the statement of financial position. Organizations would also assess the funding status of their post-employment benefit plans to determine the appropriate rate for discounting post-employment benefit obligations. • The Public Sector Accounting Board is in the process of evaluating comments received from stakeholders on the exposure draft.



Appendix 4: Changes in accounting standards (continued)

Standard	Summary and implications
Concepts Underlying Financial Performance Proposed FY2027	<ul style="list-style-type: none"> The revised conceptual framework is effective for fiscal years beginning on or after April 1, 2026 with earlier adoption permitted. The framework provides the core concepts and objectives underlying Canadian public sector accounting standards. The ten chapter conceptual framework defines and elaborates on the characteristics of public sector entities and their financial reporting objectives. Additional information is provided about financial statement objectives, qualitative characteristics and elements. General recognition and measurement criteria, and presentation concepts are introduced.
Financial Statement Presentation Proposed FY2027	<ul style="list-style-type: none"> The proposed section PS 1202 <i>Financial statement presentation</i> will replace the current section PS 1201 <i>Financial statement presentation</i>. PS 1202 <i>Financial statement presentation</i> will apply to fiscal years beginning on or after April 1, 2026 to coincide with the adoption of the revised conceptual framework. Early adoption will be permitted. The proposed section includes the following: <ul style="list-style-type: none"> Relocation of the net debt indicator to its own statement called the statement of net financial assets/liabilities, with the calculation of net debt refined to ensure its original meaning is retained. Separating liabilities into financial liabilities and non-financial liabilities. Restructuring the statement of financial position to present total assets followed by total liabilities. Changes to common terminology used in the financial statements, including re-naming accumulated surplus (deficit) to net assets (liabilities). Removal of the statement of remeasurement gains (losses) with the information instead included on a new statement called the statement of changes in net assets (liabilities). This new statement would present the changes in each component of net assets (liabilities), including a new component called “accumulated other”. A new provision whereby an entity can use an amended budget in certain circumstances. Inclusion of disclosures related to risks and uncertainties that could affect the entity’s financial position. The Public Sector Accounting Board is currently deliberating on feedback received on exposure drafts related to the reporting model.



Appendix 5: Audit and assurance insights

Our latest thinking on the issues that matter most to the Finance and Audit Committee, board of directors and management.

[KPMG Audit & Assurance Insights](#)

Curated research and insights for audit committees and boards.

[Board Leadership Centre](#)

Leading insights to help board members maximize boardroom opportunities

[Current Developments](#)

Series of quarterly publications for Canadian businesses including Spotlight on IFRS, Canadian Securities & Auditing Matters and US Outlook reports.

[Audit Committee Guide – Canadian Edition](#)

A practical guide providing insight into current challenges and leading practices shaping audit committee effectiveness in Canada.

[Accelerate 2023](#)

The key issues driving the audit committee agenda in 2023.

[Momentum](#)

A quarterly newsletter with the latest thought-leadership from KPMG's subject matter leaders across Canada and valuable audit resources for clients.

[KPMG Climate Change Financial Reporting Resource Centre](#)

Our climate change resource center provides insights to help you identify the potential financial statement impacts to your business.

[IFRS Breaking News](#)

A monthly Canadian newsletter that provides the latest insights on international financial reporting standards and IASB activities.



Appendix 6: Thought leadership and insights

Thought leadership – Environmental, social and governance (“ESG”) (continued)

Note: Click on images to visit document link.



Intentional adoption of smart, digital, experience-centric solutions have become indispensable in overcoming today's challenges and aligning city services to the future needs and well-being of the public. We invite you to explore this report on KPMG's global research and insights on The future of local government.



The Green City outlines the need of the cities and the buildings in them to reflect climate consciousness.

The link provides guidance on what that looks like and the first steps to meeting those objectives.

KPMG's Climate Change Financial Reporting Resource Centre

KPMG's climate change resource centre provides FAQs to help you identify the potential financial statement impacts for your business.

[Click here](#) to access KPMG's portal.

A closer look at the GHG Protocol

Chartered Professional Accountants of Canada (CPA Canada) and the Institute for Sustainable Finance (ISF) produced a 23-page report ([click here](#)) on the GHG Protocol. The report looks to inform potential preparers and users of emissions disclosure; policy makers; standard setters; regulators; and others, and to spur important additional research into key aspects of emissions disclosure and standards that require closer attention.



Appendix 6: ESG Thought leadership and insights (continued)

Thought leadership – Environmental, social and governance (“ESG”) (continued)

Note: Click on images to visit document link.

How the 'S' in ESG is changing the way we do business

The social component of ESG calls for more heart, empathy and interconnectedness

The "S" in ESG is becoming critical as people and organizations become more conscious about how the social aspect of business will impact their future.

This article touches on the social movements driving business change.

Climate change, human rights and institutional investors

The adverse impacts to people from a changing climate will create risks for institutional investors throughout the value chain

As the severity of climate impacts increase, so do the socio-economic disruptions due to the risk and fall of climate impacted sectors and projects.

This article breaks down the impact on institutional investors.



This article outlines how ESG is impacting valuation and performance of the underlying companies institutional investors have a stake in.

Market statistics highlight the issues surrounding responsible investment.



Appendix 6: ESG Thought leadership and insights (continued)

Environmental, social and governance (“ESG”)

First IFRS Sustainability Disclosure Standards

The arrival of the first two IFRS Sustainability Disclosure Standards marks a key milestone in sustainability reporting and is a significant step towards creation of a global baseline for stakeholder-focused sustainability reporting that local jurisdictions can build on. **Although the standards are not required to be adopted by the Islands Trust Conservancy, the new IFRS sustainability standards provide key insights into what the future of sustainability reporting may look like for the Conservancy. The Canadian Sustainability Standards Board released the first proposed Canadian standards for public comments due by June 10, 2024.**

Summary of the recently released standards

The standards build on the four-pillar structure of the **Task Force on Climate-related Financial Disclosures**.

The **general requirements standard (IFRS S1)** defines the scope and objectives of reporting and provides core content, presentation and practical requirements.

It requires disclosure of material information on all sustainability-related risks and opportunities – not just on climate.

The **climate standard (IFRS S2)** replicates the core content requirements and supplements them with climate-specific reporting requirements.



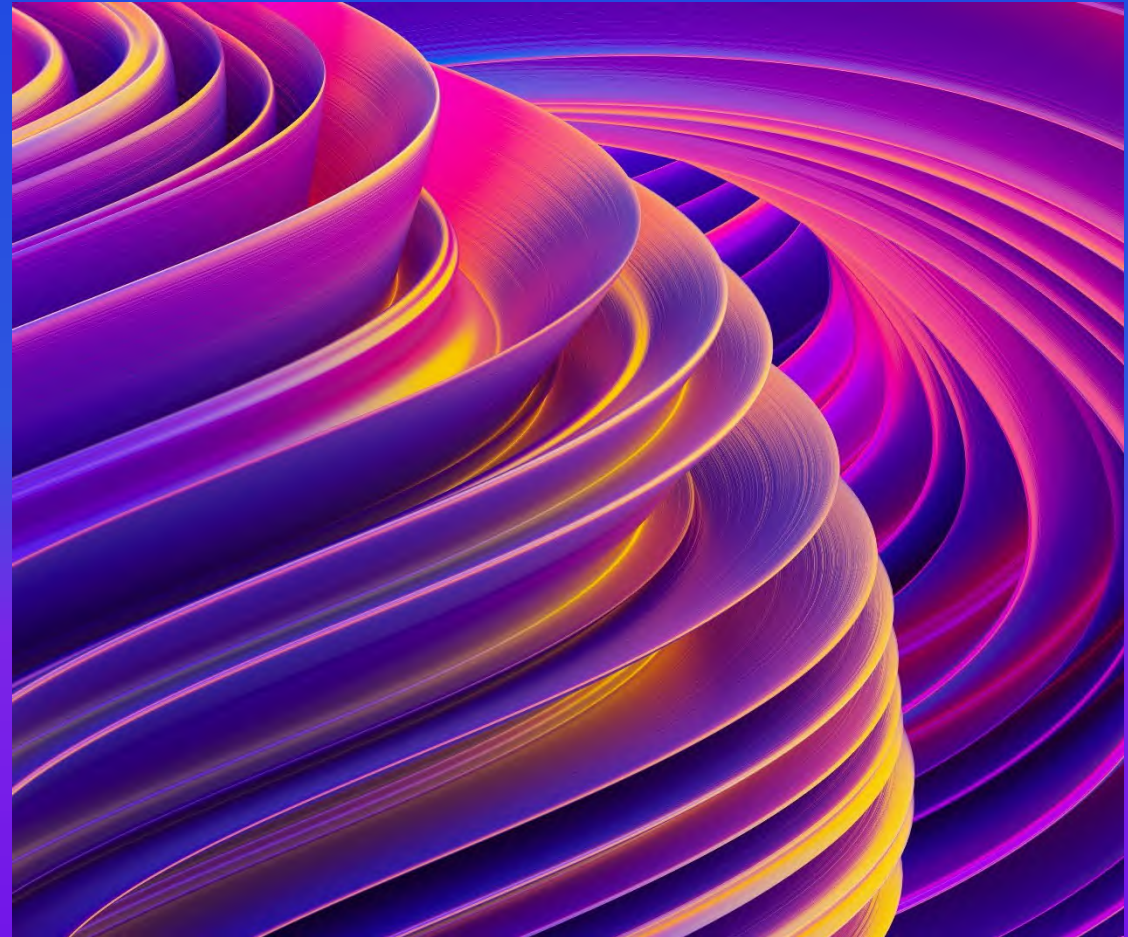
Visit KPMG’s Sustainability Reporting website for more information, including a comprehensive summary of the new requirements and KPMG’s insights and illustrative examples for the new standards.

[Click here](#) to access KPMG’s portal



<https://kpmg.com/ca/en/home.html>

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REQUEST FOR DECISION

To: ITC Board **For the Meeting of:** May 28, 2024
From: Staff on behalf of ITC Chair **Date Prepared:** May 22, 2024
SUBJECT: Ruby Alton House Visit

RECOMMENDATION(S):

- 1) That the Islands Trust Conservancy (ITC) Board authorize the ITC Chair to enter the Ruby Alton House, Salt Spring Island, on its behalf to inspect the condition of the house.
 - 2) That the Islands Trust Conservancy Board direct staff to notify the tenant of the Ruby Alton House of its intention to enter the premises to inspect the condition of the house as per the rental agreement, dated October 1, 2012.
-

1 PURPOSE: To authorize the Chair to enter the Ruby Alton House, Salt Spring Island, on behalf of the Islands Trust Conservancy (ITC) Board to inspect the condition of the house.

2 BACKGROUND:

On April 26, 2024, the ITC Chair requested to “view the Ruby Alton property, including the house and the gardens around the house.” The ITC Chair indicated that they would be on Salt Spring for Trust Council during the week of June 17, 2024 and would like to see the interior of the house to better understand the condition of the building. As the Chair is not currently authorized to perform this duty under current policy, staff have prepared a request for decision to designate the Chair to do this on behalf of the Board. Entry to the premises is permitted under section 7 of the Tenancy Agreement (below) and requires that Board provide at least 24 hours notice and specify the reason for entry.

7. Entry of Rented Premises by the Board

- a) For the duration of this tenancy agreement, the Rented Premises are the Caretaker’s home and the Caretaker is entitled to privacy, quiet enjoyment and to exclusive use of the Rented Premises.
- b) The Board may enter the Rented Premises only if one of the following applies:
 - i. the Board gives the Caretaker a written notice which states why the Board needs to enter the Rented Premises and specifies a reasonable time not sooner than 24 hours and not later 72 hours from the time of giving the notice;
 - ii. there is an emergency;
 - iii. the Caretaker gives the Board permission to enter at the time of entry or not more than one month before the time of entry for a specific purpose;
 - iv. the Caretaker has abandoned the Rented Premises;

- v. the Board has the order of an arbitrator or court saying the Board may enter the Rented Premises.

8. Service of Notice

The Caretaker shall accept any notice, process or document required or permitted to be given, when served personally on any adult occupant of the Rented Premises, or served by delivering to, mailing to, or posing upon that part of the premises known as, or used as the residence of the said occupant, according to the Act.

3 IMPLICATIONS OF RECOMMENDATION:

ORGANIZATIONAL: Staff time is required to provide notice to the tenant and coordinate the visit. ITC Chair time will be required to conduct the visit. This is the first time that the ITC Board has indicated a desire to inspect the house. Staff have entered the house in the past at the invitation of the tenant to view its condition.

FINANCIAL: None.

POLICY: The request is consistent with policy.

IMPLEMENTATION/COMMUNICATIONS: Staff will draft notification of the visit which is currently anticipated to occur on June 21, 2024.

FIRST NATIONS: None.

CLIMATE CHANGE: None.

OTHER: Other board members may wish to attend the visit.

4 RELEVANT POLICY(S): [Policy 1.3 Islands Trust Conservancy Board Roles and Responsibilities](#)

5 ATTACHMENT(S): None.

RESPONSE OPTIONS

Recommendation(s):

- 1) That the Islands Trust Conservancy (ITC) Board authorize the ITC Chair to enter the Ruby Alton House, Salt Spring Island, on its behalf to inspect the condition of the house.
- 2) That the Islands Trust Conservancy Board direct staff to notify the tenant of the Ruby Alton House of its intention to enter the premises to inspect the condition of the house as per the rental agreement, dated October 1, 2012.

Alternatives:

- 1) That the Islands Trust Conservancy (ITC) Board authorize the ITC staff to enter the Ruby Alton House, Salt Spring Island, on its behalf to inspect the condition of the house and report back to the ITC Board.

Prepared By: Kate Emmings, Manager, Islands Trust Conservancy, on behalf of Chair Smith



REQUEST FOR DECISION

To: ITC Board **For the Meeting of:** May 28, 2024
From: Staff **Date Prepared:** May 24, 2024
SUBJECT: Referral of Ministerial response to ITC Plan submission to Trust Council

RECOMMENDATION(S): That the Islands Trust Conservancy (ITC) Board refer the letter from the Minister of Municipal Affairs, dated January 29, 2024, and the ITC response, dated May 10, 2024, regarding the Islands Trust Conservancy Plan (Trust Fund Plan) to Islands Trust Council for information.

1 PURPOSE: To provide information to Trust Council regarding the response from the Minister of Municipal Affairs regarding the Islands Trust Conservancy Plan (Trust Fund Plan) submission.

2 BACKGROUND:

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

ITC-2022-050

It was MOVED and SECONDED,

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

ITC staff forwarded the 2023-2025 Interim ITC Plan to the Minister for review and approval, along with a record of engagement with First Nations. The Draft 2023-2025 Interim ITC Plan was also referred to Trust Council, Bowen Island Municipal Council and all local trust committees for comment prior to November 2022.

The Minister's approval of the 2023-2025 Interim ITC Plan was delayed. In January 2024, the Minister declined to approve the 2023-2025 Interim ITC Plan and directed the ITC to:

"...focus [ITC] efforts on developing a new 5-year plan commencing in 2026, or sooner. Additionally, taking more time to adequately engage with the First nations that have expressed interest in deeper conversations about the philosophy of the Conservancy and what approaches the Conservancy is taking to preserve and protect the trust area."

The implications of the Minister's response may extend beyond the work of ITC and staff recommend providing the response to Trust Council for information.

3 IMPLICATIONS OF RECOMMENDATION:

ORGANIZATIONAL: Staff time will be required to draft a briefing note for Trust Council. This time will be minimal and will fit within current workloads.

FINANCIAL: None.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: Staff will forward the briefing to the June Trust Council meeting and the ITC Chair or Vice Chair will speak to it with assistance from the Director of Administrative Services

FIRST NATIONS: ITC has changed its referral processes to First Nations based on the Minister's response and is undertaking early engagement for development of its next ITC Plan. Trust Council and local trust committees may wish to consider their referral and engagement practices in light of the Minister's response to ITC, particularly where Ministerial approval is required for items like the Policy Statement or Official Community Plans.

CLIMATE CHANGE: None.

OTHER: None.

4 RELEVANT POLICY(S):

- [Islands Trust Council/Trust Fund Board Memorandum of Agreement Bylaw No. 86, 2001](#)
- [Islands Trust Policy 6.1.1, First Nations Engagement Principles](#)
- [Islands Trust Policy 6.10.4, Islands Trust/Islands Trust Conservancy Board Communications](#)

5 ATTACHMENT(S):

- Letter to the ITC Board from the Minister of Municipal Affairs, dated January 29, 2024
- Letter to the Minister of Municipal Affairs from the ITC, dated May 10, 2024

RESPONSE OPTIONS

Recommendation(s): That the Islands Trust Conservancy (ITC) Board refer the letter from the Minister of Municipal Affairs, dated January 29, 2024, and the ITC response, dated May 10, 2024, regarding the Islands Trust Conservancy Plan (Trust Fund Plan) to Islands Trust Council for information.

Alternatives: None recommended.

Prepared By: Kate Emmings, Manager, Islands Trust Conservancy



January 29, 2024

Ref: 271728

Dr. Risa Smith, Chair
Islands Trust Conservancy Board
200-1627 Fort St
Victoria BC V8R 1H8

Dear Chair Smith:

I am writing to thank the Conservancy Board for the submission of the proposed the Islands Trust Conservancy Interim Three-Year Plan 2023-2025 (the Interim Plan), conveyed by the previous Board Chair Linda Adams and seeking its approval. I apologize for the delay in responding.

It is my understanding that while the Conservancy typically adopts five-year plans, the Conservancy has submitted a three-year interim plan while it undertakes meaningful engagement with First Nations on the next iteration of the five-year plan (2026-2030). That next full five-year plan is expected to be submitted for Ministerial approval in 2025.

I appreciate that the Conservancy has adopted a Reconciliation Declaration in July 2019 that commits them to the protection and preservation of the Trust Area through processes that respect and honour reconciliation and mutually respectful relationships with Indigenous peoples. I was pleased to hear that the Conservancy is currently planning a two-year outreach project to engage with First Nations on the next five-year plan, the Trust Council allocated a special budget item for this endeavour, and the Islands Trust Conservancy Board allocated a further amount for engagement.

While the Conservancy has indicated that the Interim Plan is largely an update of the previously approved 5-year plan (2018-2022), responses from several First Nations during the referral period detailed concerns about the Plan and with the function and purpose of the Conservancy generally. Some of these responses included:

- Lack of meaningful consultation and capacity for First Nations to adequately review and respond, with some Nations requesting additional time to review and comment on the plan.
- Questions around how the Conservancy intends to approach or achieve strengthened relationships with First Nations and incorporate them into decision-making processes.
- Potential for land acquisitions for conservation purposes to negatively impact and impede First Nations Section 35 rights under the Canadian Constitution and access to traditional territories.
- Suggestion that the Conservancy's mandate needs to evolve beyond colonial perspectives of conservation and involve more collaboration with First Nations.

.../2

It also appears that the Qualicum First Nation did not have an opportunity to comment on the Interim Plan as they were inadvertently missed in the referral process.

Adopting this Interim Plan without further examination or resolution of concerns may undermine the development of the new five-year plan, potentially setting back the commitment to reconciliation that the Conservancy has signaled with its early engagement efforts. While we are already outside the applicable time frame of last approved plan, rather than approve the interim 3-year plan, I would like the Conservancy to focus its efforts on developing a new 5-year plan commencing in 2026, or sooner. Additionally, taking more time to adequately engage with the First Nations that have expressed interest in deeper conversation about the philosophy of the Conservancy and what approaches the Conservancy is taking to preserve and protect the trust area.

Under Section 44(2) of the *Islands Trust Act*, the Conservancy must not acquire, hold, or dispose of land, without the prior approval of the minister, except in accordance with an approved Plan. While I am declining to approve the proposed 3-year plan, by way of this letter, I am confirming that the Conservancy is authorized to continue holding and managing lands currently held at the conclusion of the last plan period, and any land transactions that initiated under the previously approved Conservancy Plan are permitted to conclude.

Any new land acquisitions or dispositions that were initiated after the conclusion of the past plan will need my further ministerial approval before the transaction is completed. Please let me know as soon as possible if there are any applicable transactions for which my approval may be sought.

Should your staff have any questions about how best to proceed on specific proposed transactions before a new plan has been considered and approved, please contact Kris Nichols, Manager, Land Use, Planning & Regional Impacts Branch, by email at: Kris.Nichols@gov.bc.ca, or by telephone at: 778 698-3450.

I recognize that this represents a departure from previous Conservancy Plan approvals. Since the last Conservancy Plan was approved, the province has moved beyond the introduction of draft principles that guide British Columbia's relationship with Indigenous Peoples to enact a legal framework for reconciliation that embraces the United Nations Declaration on the Rights of Indigenous Peoples (UN Declaration). In that context, I would like the Islands Trust Conservancy to continue to lead the way, in cooperation with First Nations in the Trust Area, to develop a Conservancy Plan that aligns with the UN Declaration.

Sincerely,



Anne Kang
Minister

pc: Kris Nichols, Manager, Land Use, Planning & Regional Impacts Branch
Peter Luckham, Chair, Islands Trust

May 10, 2024

File No. 4790-20

Your Ref: 271728

The Honourable Anne Kang
Minister of Municipal Affairs
PO Box 9056
STN PROV GOVT
Victoria, BC V8W 9E2
Via Email: MUNI.Minister@gov.bc.ca

Dear Minister Kang:

Re: Islands Trust Conservancy Three-Year Plan 2023-2025

Thank you for your letter dated January 29, 2024 responding to Islands Trust Conservancy's submission of the proposed Islands Trust Conservancy (ITC) Interim Three-Year Plan. The ITC Board met on March 19, 2024 and reviewed your letter. Following a well considered discussion, the ITC Board approved a project to invite First Nations to participate in the drafting an ITC Plan. First Nations engagement is expected to occur over the next year, with plan development beginning in early 2025. The ITC Board anticipates being able to deliver an ITC Plan for review and approval in late 2025.

In addition to considering next steps for First Nations engagement, the ITC Board considered its operational needs in absence of an approved ITC Plan. Section 44 of the *Islands Trust Act* states that the ITC Plan, as approved by the Minister, includes policies for acquisition, management and disposal of land and investment of money. The Minister's letter provided guidance regarding land acquisition and disposal; however the ITC Board remains unclear on next steps for land management and investment of funds. At its meeting the ITC Board passed the following resolution to request clarity from the Minister:

ITC-2024-008

It was MOVED and SECONDED,

that the Islands Trust Conservancy (ITC) Board direct staff to respond to the Minister of Municipal Affairs letter, dated January 29, 2024, acknowledging directions in the letter regarding the ITC Plan and requesting:

- a. Authorization to invest ITC funds as permitted under the provisions of the Trustee Act; and,*
- b. Direction regarding interaction with the Minister regarding management of new acquisitions of covenants and nature reserves.*

.../2

We look forward to further guidance from the Minister and are hopeful that our engagement with First Nations will lead to better relationships and collaborations in carrying out the Islands Trust mandate as described in the *Islands Trust Act*.

Yours truly,

Risa Smith
Chair, Islands Trust Conservancy Board

ec: Peter Luckham, Chair, Islands Trust Council
Kate Emmings, Manager, Islands Trust Conservancy
Kris Nichols, Manager, Land Use, Planning & Regional Impacts Research



BRIEFING

To: Islands Trust Conservancy Board **For the Meeting of:** May 28, 2024

From: Staff **Date Prepared:** May 9, 2024

SUBJECT: Islands Trust Conservancy Regional Conservation Plan (2018-2027) Work Plan #2 (2024-2027)

PURPOSE: To present the Islands Trust Conservancy Board with a proposed second Work Plan (2024-2027) for the current [Regional Conservation Plan \(2018-2027\)](#) (RCP).

BACKGROUND:

The 2018-2027 Regional Conservation Plan (RCP) contains goals and objectives to guide the work of the Islands Trust Conservancy (ITC). When initially prepared, the RCP proposed 3-year work plans for detailed work planning and set specific timelines to evaluate each Work Plan and develop the following one (RCP pg 41). When the current RCP was approved in January 2018, the ITC Board also reviewed the first 3-year Work Plan, for the timeframe of April 2018 – December 2020.

In March 2021, the Board passed the following resolution directing staff to defer evaluation of Work Plan #1 until January 2022:

ITC-2021-015

It was MOVED and SECONDED, that the Islands Trust Conservancy Board direct staff to:

1. defer evaluation of the Regional Conservation Plan (2018-2027) until January 2022;
2. extend the current 3-year Work Plan #1 until December 2021; and
3. defer development of the next 3-year Work Plan #2 until February/March 2022.

In January 2022, the Board directed staff to continue focusing efforts on other projects, and the ITC Manager deferred RCP evaluation and extended Work Plan #1 for an additional year due to staff shortages / changes and emerging needs following the Covid pandemic.

In July 2023, ITC staff presented an RCP Work Plan #1 Progress Report (attached) that indicated the status of Work Plan activities, and provided a high-level assessment of achievements and challenges. The results of this Progress Report were used to develop Work Plan #2 (May 2024 – December 2027) which is now being brought to the Board for information.

The timelines established in the RCP were for three, 3-year work plans, followed by a final year of evaluation of the RCP and development of the next conservation plan. The ITC Manager and Ecosystem Protection Specialist have restructured the timeframes to reflect the extension of Work Plan #1 and the need for appropriate budget and capacity planning to address data needs for the next RCP. This new timeline anticipates an in-depth evaluation of the RCP's effectiveness at achieving ITC's conservation goals, followed by data collection and analysis to create a 2030-2039 RCP. An interim Work Plan #3 will guide RCP evaluation and development of the next RCP, as well as on-going work throughout that period. The new timelines will require a two-year extension of the current RCP to the end of 2029.

RCP Implementation work plans and timelines (revised May 2024):

Work Plan #	Develop / Adapt Work Plan	Carry Out Work Plan	Evaluate Work Plan
1	February – March 2018	April 2018 - December 2023	May 2023
2	November 2023 – April 2024	May 2024 – December 2027	January – February 2028
3	February – March 2028	April 2028 – December 2029	N/A

Work Plan Development

To develop the May 2024 to December 2027 Work Plan, the Ecosystem Protection Specialist (EPS) conducted a Team Brainstorm Session to get collective input from all members of the ITC Team to guide creation of effective work plan actions. One key question in the Team Brainstorm was, “*what is the best work plan approach so that we can work the plan, implement our RCP, and ease the reporting and effectiveness assessment burden?*”

RCP Work Plans guide ITC’s work to achieve the RCP Goals and provide a framework for assessing progress. With the growing complexity of ITC’s programs, compounded with some of the constraints identified in the Progress Report, ITC staff recommended that the RCP work planning be modified to be more adaptable, to more clearly prioritize actions, and to be simpler to report against. Many ITC actions are “on-going” rather than being projects with distinct beginning and end. Also, the Progress Report highlighted that in some cases, the Work Plan did not reflect the day-to-day work that is being done; this gap made it difficult to report on progress towards the objectives and also eroded staff confidence in the work they are doing.

To address this input, the Ecosystem Protection Specialist has proposed a 2-step approach to work planning:

1. Work Plan (2024-2027), defining high-level actions for the 4 years
2. Detailed Annual Plan developed each year, identifying priorities, resources (people, technology, budget), specific tasks, and timelines

For purposes of Board review, the attached Work Plan #2 does not show all fields; columns not shown are those designating staff responsible, timelines, and comments for the listed actions.

Key Considerations

- ITC’s current Goals and Objectives are laid out in the Regional Conservation Plan. This 2024-2027 Work Plan #2 is a **high-level program plan for the next 4 years** working towards achieving those Goals.
- Many Work Plan Actions rely on support from the Islands Trust Information System (IS) Team, which is currently short-staffed. In particular, capacity of the IS Team will impact securement, implementation, and maintenance of technology and tools, viz:
 - Conservation proposal processing is reliant on the new CityView database
 - Property management has become increasingly complex and shows a need for a property management database tool
 - Implementation of a Trust-wide contact database, which will replace ITC’s current Salsa CRM database and facilitate First Nations engagement and strategic outreach projects
 - Geographic Information System (GIS) mapping and tools which support conservation planning, conservation area monitoring, and conservation area management.
- Land securement and management timelines will likely be extended due to new policy requirements to engage with First Nations. These policies are a positive change to ITC’s practices and support the ITC’s Reconciliation Declaration, but ITC staff and Board time will be required for proper implementation and this time needs to be accommodated in work planning.

- Reconciliation is a theme throughout the work plan and ITC staff will require training, support and guidance in navigating many of the actions that require development of relationships with First Nations. Staff anticipate that some assistance will be provided by the Senior Indigenous Relations Advisor (SIRA), but some work may be slowed if this support is not available or is limited.
- External dependencies constrain ITC's ability to make progress on some objectives, and from a work planning perspective, make it challenging to determine reasonable timelines and measures of success.

ATTACHMENT(S):

- RCP Work Plan #2 (May 2024- December 2027)
- RCP Work Plan #1 Progress Report

FOLLOW-UP: Staff will implement the work plan and it will inform Board discussions regarding ITC priorities.

Prepared By: Kathryn Martell, Ecosystem Protection Specialist

Reviewed By/Date: Kate Emmings, Manager, Islands Trust Conservancy / May 15, 2024

2024-2027 Work Plan for the Regional Conservation Plan (2018-2027)

Goal 1. Identify, investigate and communicate about important natural areas to generate action on conservation priorities	
Action Item	Measure of success
1.1 Identify data that will support better decision making for land securement and land management and collaborate with partners to source and acquire it	
Compile ITC's own spatial data from Baseline Reports, Management Plans, annual monitoring inspections, and SAR surveys and other professional reports into mapping layers accessible across ITC's mapping platforms, to inform Nature Reserve and covenant management and monitoring	Spatial data collected from ITC protected areas is readily available to view by ITC, both in the office and in the field
Identify and acquire data related to climate change impacts on Islands Trust Area species and ecosystems	relevant data sets available for viewing and analysis by ITC staff
Analyse information about climate change impacts, and develop policies and frameworks to support incorporating appropriate mitigation and adaptation actions into land securement and land management	ITC policies and approaches explicitly consider climate change impacts in how ITC manages existing lands and prioritizes land securement.
Participate in regional conservation and research partnerships that build knowledge, collect and analyse ecological data, and support conservation planning and management actions	identify areas of overlap and potential partnership to acquire data
Investigate opportunities to complete forage fish spawning habitat mapping and/or compile data from partners about forage fish presence, population status, habitat availability, habitat use	Forage fish mapping completed for ITA. Improved knowledge of forage fish population dynamics and habitat throughout the ITA.
Investigate opportunities to complete canopy Bull Kelp mapping	ground-truthing complete for bull kelp mapping, and revised analyses and report complete
Develop and implement system for SEAR data acquisition and maintenance, from Provincial and Federal government, research projects, citizen science initiatives, and other sources, that appropriately considers confidentiality and access needs.	Continued liaison with potential SEAR data sources to obtain data for ITA. Develop data management system in coordination with IS.
Acquire, coordinate, and analyse existing SEAR information for ITA	ITC has updated info on SEAR from relevant sources; TAPIS updated with new info
Include local input and cultural knowledge in management planning, through surveys, referrals, Open Houses, and other relevant approaches, for both new and updated Management Plans	ITC acquires and includes local knowledge in Management Plans for new nature reserves, and revised management plans for existing nature reserves
1.2 Analyse data and update conservation area modelling every three years to identify important conservation areas and important land management strategies on Islands Trust Conservancy managed lands	
Work with IS to update and maintain information about conservation lands in mapping platforms and database, and in property management platforms if acquired	Parks & Protected Areas layer up-to-date in TAPIS Map and MapIT or replacements
Investigate software platforms that support tracking information about unsecured priority conservation lands	property management software selected and transition plan developed
Develop procedure to track and maintain information on priority conservation lands as identified in discussion with landholders, ITC outreach, and meetings with partners	information maintained in appropriate platform

Develop workflows to ensure ITC-generated data for covenants and nature reserves is updated on a regular basis (including spatial data)	Information is up-to-date in GIS, property management database, and other platforms and tools
Investigate simplified conservation modelling approaches and tools that can be conducted internally with existing skill sets	Modelling approach determined for next regional conservation plan
Identify potential changes to conservation planning that consider Climate Change Risk and Resiliency, and revise Securement Strategy and acquisition policies	Securement Strategy, conservation prioritization, and acquisition policies appropriately consider climate change impacts
1.3 Investigate opportunities for protection of important conservation areas with appropriate partners	
Collaborate with partners and landowners, and participate in regional networks, to identify and investigate securement opportunities	ITC aware of priority opportunities and able to pursue or support partners
Support partners' outreach campaigns to target landholders or properties	Support provided for partners' outreach efforts
Develop procedure to track and maintain information about outreach and conversations with landholders who express interest in conservation and may apply in the future	Information maintained in appropriate platform that can track outcomes of outreach campaigns and conservation conversations with interested landholders
Develop and maintain relationship with high priority landowners who express interest in conservation, as capacity allows	Regular follow-up with landholders with viable conservation opportunities. Provide support to encourage conservation application or stewardship actions.
Collaborate with partners to determine mutual conservation priorities and develop strategies for outreach/securement	Support partners' outreach efforts on conservation priorities. Develop and implement joint outreach projects. Effectively track responses and follow-up to targeted outreach.
1.4 Share information with partners and others through Islands Trust online data and mapping repositories where practical and through data sharing agreements if needed	
Investigate options for online spatial data availability and work with IT to revise procedures and data sharing agreements as necessary	IT and ITC data are available and efficient sharing and updating processes established
Add new data to MapIT on website, and revise or update existing data, as it becomes available and as needed to improve understanding of available data sets	data generated by IT or ITC projects is available on MapIT website in a timely manner
Share protected areas with BC NGOs Conservation Area Database	annual contribution to database completed
Maintain ecological data layers on TAPIS Map or replacement	mapping revised as errors noted
Share ITC data and mapping with partners	data shared in a timely manner upon request
Share results of ITC SEAR projects with funders and partners	SEAR inventory data generated from ITC projects shared with CDC and CWS
Establish data collection and reporting protocols for SAR Program contracts	SAR program contracts follow protocols. Data are reported.
Develop SAR data sharing procedure and agreement for covenant landholders to allow data submissions to applicable provincial and federal agencies.	SAR data sharing permission for covenant landholders requested and tracked.

Complete canopy bull kelp mapping report (2022) and communicate results to internal and external users	bull kelp mapping data available to internal and external users
1.5 Seek opportunities to provide information to land holders to support voluntary conservation initiatives	
Provide information to landholders, conservation partners, and others about Islands Trust Area SEAR through social media and on ITC's webpage and through other communications	Information about ITA SEAR maintained on ITC website and communicated through other means
Share information with conservation partners and professionals about SEAR identification, management, and protection	Provided technical information about SEAR through speaker series and/or workshops.
Conduct outreach programs with landowners (focussing on landowners with SAR habitat or potential SAR habitat on thier land), to raise awareness of SAR and encourage incorporation of SAR needs into private landowner activities	Landholders with SAR habitat are aware of SAR needs and stewardship options to support and enhance SAR habitat.
Develop SAR landowner contact plan, including identification of focus properties and landowners; identification of outreach materials; and preparation of information sessions/webinars with species experts.	Strategic SAR landholder contact plan developed.
Provide information to covenant landholders through an annual newsletter	1+ covenant landholder newsletter published/yr
Conduct regular Communications & Engagement surveys to invite covenant landholder feedback and requests for information and learning opportunities	Survey published every 5 yrs. Feedback incorporated into future outreach plans.
Seek and maintain regular contact with covenant neighbours to mitigate risk of trespass and encourage stewardship near property boundaries	Relationships formed with neighbours. Reduced trespass incidents.
Provide planners and planning and trustee offices with current ITC information	Annual Report, Heron, and other materials are available at IT offices and provided to Trustees
Attend island fairs or events	ITC presence at on-island events, as capacity permits.
Work with TAS to investigate outreach opportunities that involve ITC/Islands Trust overlap	ITC material is present at Islands Trust workshops and coordinated outreach occurs
Build capacity to conduct strategic outreach campaigns to landholders with target habitats or properties	
1.6 Seek opportunities to provide information to local government staff and elected officials to support conservation activities that benefit SAR	
Develop internal outreach and education programming in collaboration with the Islands Trust for Islands Trust staff and elected officials	Deliver workshops and webinars to Islands Trust staff and elected officials.

2023-2026 Work Plan for the Regional Conservation Plan (2018-2027)

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

Action Item	Measure of success
2.1 Amend or redraft policies, procedures, plans, document templates and reports to include acknowledgement of First Nations treaty and traditional territory	
Appropriate and effective First Nations engagement in development of ITC Plan	Contact and follow up with all ITA First Nations to encourage and support engagement
Review existing policies and develop a plan to update to include acknowledgement of First Nations	A plan in place identifying specific policies requiring updates
Revise policies that require update	All policies requiring revision are approved
Review existing procedures and develop a plan to update to appropriately acknowledge and include First Nations	A plan in place identifying specific procedures requiring updates
Develop new procedures as required	All procedures requiring revision and development are approved
Update Baseline Report Template	Updated Baseline Report Template
Support implementation of a language guide and that is sensitive to First Nations for all documents and communication	A guide for staff and board members, supported by SIRA for both IT and ITC
Create a Conservation Proposal Assessment Procedure for evaluation of conservation proposals that includes consideration of archaeological sites and FN interests	adopted Securement Procedure

2.2 Include First Nations place names and/or Traditional Ecological Knowledge (TEK) on property signage where appropriate

Include First Nations place names/TEK on signage for Nature Reserves as they are acquired, where appropriate	Signage developed
Provide capacity support for inclusion of First Nation place names and/or TEK	Signage developed

2.3 Integrate Traditional Ecological Knowledge (TEK) into existing programs as appropriate

Work with willing First Nations to develop management plans for new Nature Reserves, to update management plans for existing Nature Reserves, and to rename properties with First Nations place name	Naming and recognition policy developed and implemented. Management plans include First Nations input.
Seek collaboration opportunities to support retention and sharing of TEK about species and ecosystems	Relationships of trust developed such that cultural information is shared and included in ITC programs.
Develop resources to give priority to site-appropriate plants of cultural significance when planning restoration projects in protected areas	Restoration contracts include identification and inclusion of culturally significant plants

2.4 In consultation with the Islands Trust, source funds and determine a mechanism to support First Nations collaboration (financial and capacity)	
Seek opportunities to support FN participation in conservation projects	FN participation

2.5 Continue to share information and engage with new conservation projects in partnership with First Nations as resources permit	
As part of ITC Plan engagement, offer relevant ecological data and mapping to First Nations	Letters sent to all First Nations
Transition to shared, effective, up-to-date contact management database with complete and reliable contact information for FN engagement, when initiated and developed by IT	Successful implementation of contact management database. Procedures in place. Dbase is maintained up-to-date
As part of ITC Plan engagement, determine each First Nations' desired level of communication and engagement for securement and management of ITC lands	information stored in a location in a suitable location
Support First Nations access to covenanted properties for traditional and cultural use	Opportunities created / communicated for FN access to covenant lands
Collaboration with First Nations on covenant management planning and activities, when opportunities arise	Opportunities created / communicated for FN access to covenant lands

2.6 Research options for protection of cultural sites and culturally important species	
Explore tools to protect First Nations features (e.g. archaeological sites) and identify suitable lands as appropriate	Tools and lands identified in conversation with willing First Nations
Build knowledge and understanding of respectful expectations when on culturally important sites	All staff are aware of protocols and practice for respectful presence on cultural sites
Develop Chance Finds Protocol for staff and contractors	Chance Finds Protocol in use

2023-2026 Work Plan for the Regional Conservation Plan (2018-2027)

Goal 3. Continue to secure and manage Islands Trust Conservancy lands and conservation covenants to maximize ecological integrity	
Action Item	Measure of success
3.1 Manage Islands Trust Conservancy conservation areas responsibly and strategically for ecological integrity, species and ecosystems at risk, known threats (e.g. Climate Change), public safety and protection of identified features using the Property Management Strategy	
Update Baseline Report and Management Plan Templates to align with input from ITC Plan engagement and implementation of data model	Templates approved by the ITC Board, and available on the website
Develop relationships with ITA First Nations who indicate an interest in working with ITC during ITC Plan Engagement, to identify and support desired involvement in management of ITC nature reserves	Meaningful engagement with First Nations on at least one ITC Management Plan and/or engagement of at least one First Nation in management of ITC nature reserves
Conduct management planning updates for existing Nature Reserves, as needed or on 10-year cycle, as capacity allows and subsequent to appropriate First Nations relationship-building	Management Plans updated for existing Nature Reserves
Initiate management planning for new Nature Reserves	Management Planning for new Nature Reserves started within 1 year of securement*
Identify, develop, and transition to an information storage tool (database) to manage property information, track monitoring results and compliance issues, and streamline reporting / monitoring follow-up letters	Tool established and in use for storage, analysis, and reporting of property information
Implement Property Management Strategy and field based mapping tools to support inclusion of additional data in monitoring and management of properties	Property Management Strategy implemented and guiding prioritization of inventory, restoration, and management projects in protected areas
Evaluate effectiveness of Property Management Strategy	Effectiveness evaluation complete, necessary amendments identified
Develop written procedures for in-house Nature Reserve and covenant monitoring	Detailed written procedures completed for in-house nature reserve and covenant monitoring
Evaluate ITC in-house Monitoring Program and make recommendations for efficiencies	Update to ITC Board on how in-house monitoring program functions and is supported
Annual monitoring of conservation covenant properties, and reporting	Monitoring complete. Report presented to Board. Notification letters sent. [ultimate measure of success would be covenant breaches prevented]
Build and maintain relationships with covenant landowners and conservation partners	Contact with landowners and partners annually, or as needed. New covenant landowners contacted as soon as possible after acquiring property. "Caring For Your Covenant" newsletter produced and distributed.
Coordinate notification, remedy, and potential enforcement of covenant breaches	Landholder notification, remedy, and enforcement of breaches is efficient, effective, and timely
Continue to improve monitoring letter mailouts/emails to all landowners	Landholder notification of monitoring results is efficient; detailed procedure in place
Develop and implement Species at Risk inventory and monitoring plan for ITC-owned and managed lands, including mechanisms for data storage and analysis, and required updates to ITC policy and procedure	Multi-year SAR Inventory and Monitoring Plan created for lands owned and managed by the ITC
Develop program for management of SAR on ITC properties, linked to SAR Inventory and Monitoring Plan and the Property Management Strategy	Multi-year SAR Management Plan created for lands owned and managed by the ITC

SAR inventory and monitoring program expanded as needed to encompass additional properties and species, and as feasible with increased capacity	SAR inventory and monitoring planned or occurring on priority properties.
Implement habitat management activities on ITC conservation properties for the benefit of SAR, linked to SAR Management Plan and the Property Management Strategy	first-priority habitat management projects are being implemented
Assess climate change impacts for all ITC-managed properties and amend management plans as needed to incorporate adaptation measures to best protect species and ecosystems	Impact assessment complete, management plans updated for highest risk properties or impacts
Develop and implement Risk Assessment Policy to direct monitoring protocol for public safety (infrastructure, danger trees, trail maintenance), sign use, trail markers, maps etc.	Risk Assessment Policy developed, approved by Board
Develop Wildfire Risk and Resiliency Policy to guide management of emerging issues for nature reserves and covenants	Wildfire Risk and Resiliency Policy approved by ITC Board
Assess wildfire risk for all nature reserves and amend management plans as needed to incorporate recommended mitigation measures in order of urgency	Risk assessment complete, management plans updated for highest risk nature reserves
Develop capacity and plan to mitigate wildfire risk in nature reserves in order of urgency	Wildfire mitigation plan developed

3.2 Identify and restore damaged ecosystems on Islands Trust Conservancy managed land where appropriate and feasible

Continue invasive species management on Nature Reserves, in accordance with Property Management Strategy (once completed)	invasive species management conducted on priority properties / species each year, with measurable reduction in invasive species
Develop invasive species management strategy for conservation covenants to identify priority invasive species, priority sites for protection, circumstances that require a registered professional, opportunities for collaboration with landholders and/or covenant co-holders	Strategy approved by ITC Board
Develop database of known invasive species infestations in conservation covenants	Database established, existing data is entered, and data gaps are identified
Apply invasive species management strategy for conservation covenants to database of known invasive species infestations to prioritize and implement management actions through contractors, landholders, covenant co-holders, etc. as appropriate	Priority list complete and high priority actions implemented
Identify, prioritize, and implement potential restoration activities for conservation covenant properties	Annual restoration projects identified and initiated. Property Management Database used to track project status.
Utilize Property Management Strategy, management plans, monitoring results, and partnerships to identify, prioritize, and implement potential restoration projects on nature reserves	Priority restoration projects for nature reserves identified and a multi-year plan developed. Property Management Database used to track project status.
Support and encourage landowners' restoration efforts	Conducted outreach to encourage restoration by all landowners (e.g., Caring For Your Covenant newsletter). Provided advice and support to undertake activities, both directly during site visits and in response to queries.
Support and encourage partners' restoration efforts	Provided advice and support to undertake activities. Restoration projects underway.

3.3 Using conservation area modelling and the Islands Trust Conservancy's Securement Strategy as guides, conserve land with high levels of biodiversity priorities and manageable threat levels, in nature reserves and through conservation covenants

Assess, prioritize, and pursue appropriate conservation project enquiries from landholders and conservancy partners	areas of high conservation value and high biodiversity priority are protected
Negotiate and register conservation covenants and complete nature reserve acquisitions recommended by staff and approved by the ITC Board	securement projects pursued as capacity and opportunities arise
Develop and maintain shared, effective, up-to-date CRM with information about priority lands landowners	up to date, shared information available to ITC staff on contact with high priority lands
Conduct targetted outreach to priority properties on select islands regarding NAPTEP, as capacity permits and as opportunities for partnership arise	Periodic outreach sent to landowners

Develop outreach tracking and follow-up procedure with aid of new CRM and property tracking database	CRM tracks status of outreach actions and procedure is in place for follow-up actions according to status
Conduct outreach to high biodiversity islets & small islands	mailout and follow up with interested land holders

3.4 Explore increasingly complex strategies for land securement, including those that would protect biodiversity priorities on working landscapes (i.e. agriculture and forestry lands) and those that proactively engage land holders in stewardship activities

Attend provincial, national, and international (esp. American) land trust conferences; consult with other land trusts on this topic	Regular participation in land trust conferences and learning opportunities.
Explore Indigenous-led conservation approaches and projects, including learning about ethical space, IPCAs, and Indigenous perspectives of stewardship responsibility	Develop resources and knowledge of Indigenous led conservation approaches

3.5 Promote Islands Trust Conservancy land conservation programs to land use planners, decision makers and land holders

Regularly update Trust Council on ITC work/conservation priorities	Regular attendance at Trust Council meetings, by ITC staff and Board members. Quarterly RCP Progress highlights reporting to Trust Council.
Present at least annually to LPS on ITC work/conservation priorities	Participation in LPS Pro-D Days. Provide updates to RPS staff about ITC's work, conservation topics, data and tools.
Develop/update information package for island realtors to ensure prospective buyers understand implications of and can accept responsibility for covenanted lands	Package complete and distributed to realtors by mail or in-person meetings/presentations as appropriate

3.6 Participate in significant ecosystem conservation opportunities related to land use planning in collaboration with local trust committees and island municipalities

Work with land use planners and local trust committees to identify and support conservation opportunities associated with community and development projects, as opportunities arise	Collaboration with IT Planning Team around suitable projects.
Collaborate with land use planners and local trust committees on projects that identify and support protection of conservation priorities	Collaboration with IT Planning Team around suitable projects.

3.7 Continue to support land conservation projects of partner agencies through the Opportunity Fund

With proceeds from donations and fundraising revenue, continue to operate the Opportunity Fund as a source for start up funds for land protection projects of partner organizations	# Opportunity Grants issued and Opportunity fund amount
Award 15% - 20% of Opportunity Fund annually	granting on Opportunity Fund of 15-20%
Rebuild Opp Fund by occasional giving campaigns	Opportunity Fund regularly replenished.
Develop, implement, and occasionally review and revise policies and procedures for Opportunity Fund management and disbursement	Policy approved by ITC Board. Consistent, clear policy and procedures guide Opportunity Fund management.

2023-2026 Work Plan for the Regional Conservation Plan (2018-2027)

Goal 4. Continue to build internal and shared organizational strength and resilience to ensure long-term nature conservation in the Islands Trust Area

Action Item	Measure of success
4.1 Develop and expand fundraising strategies to support Islands Trust Conservancy programs	
Implement Strategic Fund Development Strategy and Action Plan	Strategic Fund Development Strategy and Action Plan being used to support RCP goals
Create, conduct, and evaluate social media targeted campaigns to raise awareness and funds for specific ITC projects	Presence on social media platforms is increasing awareness of ITC in general, and of specific projects and campaigns
Conduct targeted fundraising appeal campaign as needed for specific projects, or for the Opportunity Fund in a year with no acquisition campaign	Set Opportunity Fund target number annually based on fundraising baseline (ie. Best practices and results of the past)
Evaluate targeted fundraising appeal letters on an annual basis	number/amount of donations following appeal letters
Issue E-news up to 4 times per year, that includes a request for support	efficient production and distribution of eNews
Issue The Heron Newsletter 3 times per year that includes a request for support	production of The Heron Newsletter
Plan, develop, implement, and monitor the annual Will Power Campaign	production of the campaign
Create, post, and monitor monthly legacy giving focused social media posts	post on social media
ITC Chair (or Board member) thank-you to all major donors (land or cash)	increased donor recognition
Expand legacy giving and donation outreach opportunities	2-5 presentations/year
Continue to support and promote the "Will Power" campaign	Bequests received or notified of
Expand network of Professional Advisors with knowledge and willingness to advise clients about giving to conservation organizations including ITC	Advisors available in most major communities in the Salish Sea (Canada)
Further explore monthly giving possibilities	Decision on monthly giving direction, and implementation as necessary
Update Impact report each year and distribute to donors, advisors, Trustees, and others	Updated Impact reports
Evaluate fundraising strategies for effectiveness at increasing donations	update to Board on effectiveness of Strategic Fund Development Strategy
Revise Action Plan as needed based on results of strategic evaluation, Board direction, new opportunities, and other factors	Updated Action Plan

4.2 Share funding and learning opportunities with partners working on nature conservation in the Islands Trust Area

Host or deliver workshops for and/or with local conservancies on topics of mutual interest (e.g., Planned Giving, NAPTEP, Species at Risk); bring in industry leaders and guest speakers	one workshop held per year
Promote the Opportunity Fund to partners to ensure continued suitable applications	partners are aware of the Opp Fund and ITC receives regular suitable requests
Chair to Chair letters with conservancy partners, from time to time	Goodwill and increased communications with Conservancy partners
Support conservation partners' learning about strategic fund development and donor strategies	# conservancies and projects where ITC able to provide information and support
Share information about grant opportunities with partners, when appropriate	Conservation partners aware of relevant grant opportunities

Research grant options to support covenant landholders with wildfire risk assessments and mitigation measures	Research completed and annotated list of grant options compiled and shared with landholders, as appropriate
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4.3 Continue to develop the Islands Trust Conservancy brand and promote organizational recognition through telling of the Islands Trust Conservancy story

Develop and implement an Islands Trust Conservancy Communications Strategy	Communications Strategy completed and implemented
Write an Islands Trust Conservancy story aligned with our vision, mission, and values	Story is written
Develop a portfolio of Islands Trust Conservancy's unique and diverse "Signature Stories"	Stories are written and promoted through ITC communications
Develop the Islands Trust Conservancy public image and brand awareness amongst the islands through all ITC communications channels, and targeted engagement and outreach events	Engagement with ITC programs
Communicate about special features on ITC properties and covenants and drive targeted communications and engagement to our programs	Number of promotions of special features found on ITC properties and covenants
Create, develop, publish, and promote the work of ITC through social media, the Heron Newsletter, eNews, the Annual Report, the Impact Report, news releases, ads, media, and the website	Distribution of communications
Research, develop, and internally distribute an Islands Trust Conservancy Style Guide	Creation of ITC Style Guide
Coordinate with Islands Trust communications staff to share information about the ITC and its activities in the Islands Trust e-news	ITC stories featured in IT communications.
Seek opportunities to foster community and build relationships with non-Indigenous and Indigenous islanders, landowners, partners, donors, and organizations across the Islands Trust Area	Engagement with community
Create, mount, and manage signs in nature reserves and covenants, including reviewing effectiveness of sign content and placement	Appropriate signage installed in new properties. Vandalized and redundant signage removed and/or replaced.
Update all signage to new logo and to align with new procedures	A list of out-of-date signage is made and an annual budget and plan established to distribute sign replacement over next 3 yrs
Complete development of photo database for effective tracking and use of the ITC image bank (IT DigiKam project)	ITC's use of images is being effectively tracked in an up-to-date database
Host Management Plan Open Houses for new Nature Reserves and updated Management Plans on existing Nature Reserves	brand identity and telling ITC story at Mgt Plan meetings
Implement celebration events for new Covenants and Nature Reserves and invite media when appropriate	Celebration is held for each new securement, in a timely fashion, on budget, and aligned with donor wishes

4.4 Focus, refine and creatively enhance outreach using up to date tools and strategies

Implement new donor database	Database fields and features set up to support ITC needs and workflows. Data migration from SalsaCRM to Nation Builder.
Implement recommendations for improvement of donor database	integration of mailout, receipting, newsletter and e-news functions
Implement improvements for database and e-news functionality to meet FOIPPA and CASL standards	Recommended tools and improvements in use.
Develop and implement new tools to communicate ITC's accomplishments and promote ITC as an effective conservation organization	New, effective tools in use

4.5 Engage audiences and partners beyond the Islands Trust Area to increase support for species and ecosystem conservation within the region

Identify new audiences, donors, and appropriate professionals beyond the Islands Trust area islands	audiences identified in Vancouver, Victoria, Vancouver Island, & US
Develop engagement strategy and specific communications for select new audiences	engagement strategy and communication materials developed
Implement fundraising strategies to engage new audiences	implement one pilot engagement strategy to reach new audiences
Provide letters of support as requested by partners agencies conducting work that supports the goals of the RCP	number of letters of support provided
Produce and publish YouTube videos	number of videos, number of views

4.6 Use partnerships and new technologies to enhance efficiencies in Islands Trust Conservancy operations

Work with IS department to develop, maintain, and support field-based technologies for use in monitoring, management, and site assessment	Field based technologies developed and functional
Develop tools and processes for data transition from field to office and into mapping that can be easily viewed, used, and analysed by ITC staff	Field data efficiently downloaded into office platforms for use and analysis
Develop tools and processes for contractor data collection to ensure that it is collected and submitted in a consistent format and structure, such that it can be seamlessly consolidated into existing ITC data layers	Data model developed and used by contractors
Develop and implement data model for staff/contractor consistency in collecting field data	consistent data model used by staff and contractors
Work with IS to source and integrate a property management database to support information storage, analysis, planning, and decision-making, and stream-line reporting and monitoring follow-up letters	property management tool developed and in use to collect and store property information
Work with IS to increase ITC staff access to GIS for spatial data visualization and analysis to support decision-making	ITC staff can view and analyse spatial data
Work with IT to implement new applications database	data migration into CityView, set-up for ITC application processes

4.7 Explore ways in which the provincial interest in preserving and protecting the Islands Trust Area can be manifested in support for the work of the Islands Trust Conservancy in achieving this object

Seek opportunities to share information and stories on the work of the Islands Trust Conservancy with the Minister of Municipal Affairs, and other key ministry staff	information provided to Minister and staff, including annual reports and a revised ITC Plan
Participate on the CDFCP Steering Committee to identify important areas of overlap for conservation planning with other organizations	identification of areas of overlap and potential partnership



ISLANDS TRUST CONSERVANCY

Regional Conservation Plan 2018-2027 Progress Report to June 2023

Introduction

Islands Trust Conservancy's work is guided by a Regional Conservation Plan (RCP) that describes and analyses the status of the Islands Trust Area's species and ecosystems, patterns of land use, and pressures affecting natural areas and wildlife habitat, and sets goals and areas of focus for the Conservancy's work for the following 10 years. Detailed work planning is then set out in 3-year work plans.

In January 2018, the Board approved the [2018-2027 Regional Conservation Plan](#), and reviewed the 3-year work plan for 2018-2020. The RCP contains a set schedule for evaluation and development of each new Work Plan (see pg. 41 of the RCP). The 2018-2020 Work Plan was subsequently extended for several reasons, including staff capacity to conduct the evaluation, initiating and implementing the Climate Change Action Project and the new Species at Risk (SAR) Program – which weren't anticipated when the RCP was created — and delays in progress for some other major components, including development of the Reconciliation Action Plan. In January 2020, the ITC Board approved an extension of Work Plan #1, delaying development of Work Plan #2 until it could be better informed by more progress on these initiatives.

In 2018 and 2019, staff provided quarterly progress updates to the ITC Board. These reports were disrupted by the onset of covid and significant staff changes¹ and in 2020 and 2021, an RCP Progress Highlights Report was provided only for the July joint meeting with Islands Trust Executive Committee.

This Progress Report presents a synopsis of ITC's progress at achieving the tasks identified in Work Plan #1 (2018-2022). It indicates whether a task was completed and provides a high-level assessment of achievements and challenges. This report is not an evaluation of the RCP, nor an analysis of whether these tasks are achieving its goals and objectives. It is a status report on ITC's work over the past 5 years, highlights key areas of work achieved or not completed, and sets the stage for development of Work Plan #2 to guide ITC's work from January 2024 through to December 2027.

Progress Report methods

To compile this report, the Ecosystem Protection Specialist conducted interviews with each ITC staff person to go through the Work Plan activities relevant to their role. Each activity in Work Plan #1 was assigned to a status category; for some, there were descriptive sub-categories: Complete, In

¹ Between July 2018 and September 2020, ITC saw turnover in all staff positions. Some staff were retained, but changed roles, and some staff took extended leave or were on temporary assignments with other Provincial Government ministries. In March 2020, the covid pandemic began and significantly interrupted the work of ITC. All staff were required to work from home and property management and monitoring was impacted. The pandemic restrictions at ITC ended in May 2022. Between June 2019 and March 2022, partially concurrent with the covid pandemic, ITC added four new staff positions: Covenant Management and Outreach Specialist (1.0 FTE), Species at Risk Program Coordinator (1.0 FTE), Fund Development Specialist (0.6 FTE) and Conservation and GIS Technologist (Co-op) (0.3 FTE). In 2020, ITC also ceased to contract our property monitoring and added this responsibility to the Property Management Specialist and Covenant Management and Outreach Specialist roles.

progress, On-going, Incomplete (On hold; Pending), Not started (On hold; Delayed; Deferred; Pending), Cancelled. Activities, and in a few cases entire Objectives, were added to the Work Plan where necessary, for example to reflect the transition to in-house monitoring and the addition of the Species at Risk Program. Staff discussed details of each activity's status and key factors related to its completion. These results were then summarized into the tables presented in Appendix 1.

ITC Goals for 2018-2027

1. Identify, investigate and communicate about important natural areas to generate action on conservation priorities.
2. Strengthen relationships with First Nations to identify and collaborate on shared conservation goals.
3. Continue to secure and manage Trust Fund Board [Islands Trust Conservancy] lands and conservation covenants to maximize ecological integrity.
4. Continue to build internal and shared organizational strength and resilience to ensure long-term nature conservation in the Islands Trust Area.

Goal 1

1. *Identify, investigate and communicate about important natural areas to generate action on conservation priorities.*

Objectives under this goal focus on identifying, acquiring, and sharing data to inform decision-making for land securement and land management for both ITC and our conservation partners; working with partners to identify important conservation areas and investigate opportunities to protect them; and to conduct outreach to landowners, conservation partners, local governments, and others, to support voluntary conservation.

ITC completed, or made significant progress, on many of the objectives and tasks under Goal 1. Capacity constraints of staff and contractor time, technology, and ITC's reliance on Islands Trust's Mapping / Information Systems department (and lack of capacity to support ITC) has delayed or prevented progress on several objectives related both to conservation planning, and to effective and efficient management and monitoring of nature reserves and covenants. In contrast, with the addition of ITC's SAR Program, we have been able to add, and complete, several new activities that gather, analyse, and share data about species and ecosystems at risk in the region, and include that information in ITC's management and habitat restoration activities. The SAR Program has also provided funding to conduct habitat restoration projects on several properties.

Key accomplishments:

- Completed canopy Bull Kelp mapping throughout Islands Trust Area.
- Recent, relevant data incorporated for existing properties as part of updating Nature Reserve management plans.
- Species-at-risk (SAR) surveys and use of new digital technology (using iPads with FieldMaps platform for field work) providing new information for management and monitoring of both covenants and nature reserves.
- Adding and maintaining ecosystem data on MapIT (public mapping tool), and sharing ITC data and mapping with partners.
- Successful, on-going Species and Ecosystems at Risk outreach and education programs with landowners, conservation partners, and professionals are supporting conservation activities that benefit SAR and habitat protection.

- Creation of [SAR webpage](#), providing information about species and ecosystems at risk in the Islands Trust Area and promoting the speaker series and other learning resources.
- Landowner outreach programs for target sensitive ecosystems in partnership with local conservancies (Gabriola Island Local Trust Area, Thetis Island Local Trust Area, Salt Spring Island adjacent to McFadden Creek Nature Sanctuary)

Issues and Opportunities:

There are capacity constraints of both staff time and of technology that limit ITC's ability to make progress on several of the data use and analysis objectives under Goal 1. In particular,

- ITC staff are unable to import and use spatial data collected by contractors as part of baseline inventory and management planning, largely due to Mapping / Information Systems capacity.
- The conservation area modelling has not been updated since 2019. Work has focussed on using the existing priority conservation lands information to analyse conservation proposals. Outreach campaigns have been targeted to specific areas (e.g., Gabriola Island) or property types (e.g., properties with Mature Forest) rather than directly to landowners of priority properties identified in modelling.
- Current contact management database (SalsaLabs) does not meet all donation, reporting, and outreach needs. It does not link the contact record (e.g., landowner responded to outreach) with property information, limiting ability to curate and track information about outreach to owners of priority conservation lands. ITC staff are currently collaborating with Islands Trust staff to implement a shared contact management database that addresses some of these problems but there are limitations of software functionality that will not completely resolve challenges in data management.
- The Manager and EPS receive multiple conservation enquiries every year. Staff capacity and restrictions of the current database tools mean that staff do not proactively continue discussions following the initial enquiry, unless it leads to a conservation application, or when landowner prompts.

Goal 2

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

Objectives under this goal address two major areas for Reconciliation action: i) updating ITC's internal policies and practices to align with the *United Nations Declaration on the Rights of Indigenous Peoples*, and with the Calls to Action of the Truth and Reconciliation Commission and the Calls for Justice of the National Inquiry into Missing and Murdered Indigenous Women and Girls; and ii) providing capacity and support for First Nations to collaborate and partner on conservation projects.

The Work Plan set ambitious timelines for activities under Goal 2, recognizing the importance of meaningful action towards Reconciliation. Those timelines did not adequately account for the time needed for staff, Board, and organizational learning, reflection, research, and training critical to more effective engagement and relationship building with area First Nations. While those activities are not part of the Regional Conservation Plan *per se*, a focus on internal learning and training is a pre-requisite to many of the activities identified in the Work Plan. In addition, ITC's ability to move forward with Reconciliation actions is tightly linked to Islands Trust's own efforts, and both were severely disrupted by interruption of in-person meetings due to covid and a fifteen month vacancy in the Senior Intergovernmental Policy Advisor (SIPA) position (now the Senior Indigenous Relations

Advisor) (April 2022 – July 2023). Most of the strategic activities were deferred; staff focused on cultural competency training, and on engagement and relationship-building for existing individual projects.

Key accomplishments:

- Reviewed and updated ITC Plan with First Nations input. Next iteration currently in progress.
- Initiated First Nations referrals for nature reserve management plans, and continued doing them for acquisitions and covenants where appropriate.
- Revised ITC website language to include acknowledgement and consideration of First Nations, also updated and replaced rack cards, logo, and all other materials.
- First Nations place names and cultural knowledge included on signage in Fairyslipper Forest and S'ul-hween X'pey (Elder Cedar) Nature Reserves, and signs developed with Indigenous artists.
- Recruited and supported Indigenous participants for SAR practitioner workshop; hosted Indigenous speakers for SAR practitioner workshop and speaker series.
- Increased base budget to facilitate First Nations engagement in property management.
- Contracted Coast Salish Cultural Knowledge Holder to provide training to ITC staff on protocols and practice for respectful presence on cultural sites, and recognizing and protecting likely archaeological sites and chance finds.

Issues and Opportunities:

As mentioned above, there are capacity constraints that limited ITC's ability to make progress on Goal 2. These include:

- The covid pandemic severely restricted the capacity of First Nations to respond to referrals or engage in collaborative projects.
- ITC's ability to form and maintain respectful relationships with First Nations in the ITA is linked to Islands Trust's engagement and activities, since from a Nation's perspective we are linked or even considered to be the same entity.
- Nations' ability to participate in Management Planning is variable and often not feasible within the timeframes of ITC's contracts and process. ITC (and Islands Trust) have not had the capacity to develop relationships with Indigenous Peoples outside of specific projects such as a management plan for an individual property.
- Lack of complete, up-to-date contact information, compounded by the gap created by the vacant SIPA position. ITC is currently collaborating with IT to create a shared contact management database with reliable and complete contact information for First Nations engagement.

Goal 3

3. *Continue to secure and manage Trust Fund Board [Islands Trust Conservancy] lands and conservation covenants to maximize ecological integrity.*

Goal 3's objectives are the core of day-to-day work, reflected in how many of the Work Plan's activities under this goal have been completed, or are considered *On going*. These objectives are related to ITC's work in securing conservation areas that align with the RCP, effectively managing and restoring them, promoting ITC's land conservation programs, and collaborating with and supporting conservation partners. In many cases, ITC staff have completed activities far beyond those captured in this initial Work Plan.

Key accomplishments:

- Increased ITC managed conservation areas by 108 ha (267 acres), including 5 new nature reserves and 1 nature reserve addition totalling 47 ha (116 acres) and 4 new conservation covenants totalling 61 ha (151 acres).
- Completed management plans for 5 new Nature Reserves, and management plan revisions for 12 existing nature reserves.
- Transitioned to in-house nature reserve and covenant monitoring, including developing and implementing new procedures, tools, and processes for both field work and for recording and reporting. Annual monitoring of 78 covenants and 33 nature reserves (although covid impacted this program).
- Implemented digital field data collection tools (FieldMaps on iPad, linked to ArcGIS Online) and developed internal data model for consistency in collecting field data, bringing considerable efficiencies.
- Developed programs to monitor and manage species at risk on ITC properties.
- Developed restoration plans and implemented work for major projects on 5 nature reserves and 3 conservation covenants; conducted invasives removal at all 33 nature reserves, and conducted and supported restoration efforts at multiple covenant properties each year.
- Launched "Caring for Your Covenant" newsletter to support landowner restoration efforts.

ITC's work towards achieving Goal 3 went through several large transitions in the 2018-2023 time period. In addition to hiring 3 new positions, there was staff turnover in all previously-existing positions, including the Manager, and there was also a significant change to existing job responsibilities with the transition to in-house monitoring (see footnote, page 1). ITC acquired 6 new nature reserve properties and registered 4 new covenants, and currently has 6 covenants and 3 nature reserves under negotiation. This expanding property management workload, combined with increases to workloads from commitment to First Nations engagement, consideration of climate adaptation and mitigation initiatives, and outdated / insufficient contact management and property management tools, has considerably stretched ITC's capacity.

Issues and Opportunities:

- ITC transitioned to an in-house monitoring program for nature reserves and conservation covenants in 2019/2020, which included hiring a new Covenant Management and Outreach Specialist and significant changes to the Property Management Specialist's responsibilities. The transition also provided more direct connections with covenant landowners and opportunities for stewardship education and support.
- In Fall 2020, ITC received multi-year funding from Environment and Climate Change Canada to launch a Species at Risk (SAR) Program. A program coordinator was hired in 2021 and this program has funded activities including species at risk surveys on ITC properties, training webinars for practitioners and landowners, supporting protection for properties with high conservation value for at-risk species, and habitat restoration projects on nature reserves and conservation covenants.
- In 2020, ITC did outreach to landowners who had previously inquired about protecting their land and also did outreach to owners of large forested areas. In 2021 and 2022 ITC also collaborated with local conservancies on outreach projects on Gabriola and Thetis. However, ITC has not had the capacity to develop a strategic outreach plan and conduct outreach and follow up with landowners.
- Beginning in 2021, due to capacity constraints, promotion of NAPTEP and other outreach was placed on hold due to lack of staff capacity to respond to new applications.
- Additional programs and the growing number of covenants and nature reserves required major modifications to ITC's procedures and has strained systems (such as databases) and

personnel (significantly increased work load, especially for the Administration Assistant, property management staff and the ITC Manager). ITC is working with Islands Trust to implement a new applications database and contact management database and continues to research a property management database that will meet our needs. These systems rely on Information Systems department but there has been severely limited capacity to research, update, and maintain database tools for ITC.

Goal 4

4. Continue to build internal and shared organizational strength and resilience to ensure long-term nature conservation in the Islands Trust Area.

The objectives of Goal 4 focus on increasing support for the conservation work of ITC and others, through raising awareness of the need for habitat protection and our work, providing funding and capacity support for local conservancies, and improving ITC's effectiveness.

Key accomplishments:

- Expanded staff capacity through creation of Covenant Management and Outreach Specialist, Species at Risk Program Coordinator, and Strategic Fund Development Specialist positions, and hiring summer co-op students.
- Created a Strategic Fund Development Strategy and associated Action Plan, implemented a new donor database (now being replaced again), became a founding partner in WillPower campaign for national promotion of donations in wills and bequests, and other strategic actions to develop effective fundraising to support RCP goals.
- Expanded communications tools and audience to include social media presence (Twitter, Facebook, YouTube channel), revamped and regularly issue *Heron* newsletter, completed a 30th Anniversary infographic of accomplishments, and prepared an ITC Impact Report to effectively tell the ITC story and raise funds for the Opportunity Fund.
- Collaborated with Islands Trust to create a new website and to merge the ITC and Islands Trust websites, including new infographics and materials to explain processes and timelines for conservation proposals, and pages to highlight ITC protected areas. The website and all other materials were updated with new visual identity, and for cultural sensitivity.
- Completed a name change from Islands Trust Fund/ Trust Fund Board to Islands Trust Conservancy, including updates to websites, communications materials, visual identity and logos, etc.
- Supported local conservancies in their land protection projects through \$149,190 in grants from the Opportunity Fund and other dedicated funds, and sharing donor strategies and other expertise.

Issues and Opportunities:

- Although ITC provided expertise and advice when requested, hosting funding and donor learning workshops for conservation partners was not completed, due to covid, staff capacity, and a focus on other objectives.
- Built an image bank for ITC use. The Strategic Fund Development Specialist and Communications Specialist spent considerable effort working with Islands Trust to develop a photo database but this project has now been placed on hold due to Islands Trust capacity constraints, limiting ITC's ability to track and use photos efficiently.
- Islands Trust and ITC are migrating to a new, joint contact management database. The new system will support better integration of mailout, receipting, newsletter, and e-news functions leading to significant efficiency gains.

Appendix

- RCP Work Plan 2018-2022 Activity Status

2018-2022 Work Plan for the Regional Conservation Plan (2018-2027)

Action Item	Status
Goal 1. Identify, investigate and communicate about important natural areas to generate action on conservation priorities	
1.1 Identify data that will support better decision making for land securement and land management and collaborate with partners to source and acquire it	
Source property data as outlined in Baseline Report/Management Plan Template and integrate into existing management plans and covenant management/monitoring if appropriate	Complete
<i>Incorporate spatial data from Baseline Reports / Management Plans into Nature Reserve Management and monitoring</i>	<i>Incomplete</i>
Communicate about special features on ITC properties and covenants	Ongoing.
Develop partnership to complete forage fish mapping	Incomplete
Complete forage fish mapping if partnership established/funding available	Incomplete
Explore options for mapping of Bull Kelp	Complete
Update TAPIS with SEAR occurrence data every six months	Complete
Update TAPIS with Critical Habitat mapping as we are notified of new data	Ongoing
<i>Develop and implement system for SAR data acquisition, maintenance, and updates</i>	<i>In progress</i>
<i>Acquire, coordinate, and analyse existing SAR information for ITA</i>	<i>In progress</i>
1.2 Analyse data and update conservation area modelling every three years to identify important conservation areas and important land management strategies on Islands Trust Conservancy managed lands	
Add information on priority conservation lands to database as identified through meetings with partners	Incomplete
Maintain information on priority conservation lands	Incomplete
Update conservation modelling with new protected areas and additional data	Incomplete
1.3 Investigate opportunities for protection of important conservation areas with appropriate partners	
Meet with partners and landowners to investigate securement opportunities	Ongoing
Maintain donor database and plan regular outreach activities based on donor reports of those expressing interest in land donation	Complete
Continue contact with landowners who have expressed interest in conservation	Ongoing
1.4 Share information with partners and others through Islands Trust online data and mapping repositories where practical and through data sharing agreements if needed	
Add existing data to MapIT website as open data	Incomplete
Add new data to MapIT website as open data	Incomplete
Share protected areas with BC NGOs Conservation Area Database	Complete annually
Update Ecosystem Mapping on TAPIS	Complete
Update Ecosystem Maps for each LTA	Cancelled
<i>Share ITC data and mapping with partners</i>	<i>Ongoing</i>
<i>Share results of ITC SEAR projects with funders and partners</i>	<i>In progress</i>

1.5 Seek opportunities to provide information to land holders to support voluntary conservation initiatives	
<i>Provide information to landholders, conservation partners, and others about Islands Trust Area SEAR through social media and on ITC's webpage</i>	<i>Complete</i>
<i>share information with conservation partners and professionals about SEAR identification, management, and protection</i>	<i>Complete</i>
<i>Conduct outreach programs with landowners (focussing on landowners with SAR habitat or potential SAR habitat on thier land), to raise awareness of SAR and encourage incorporation of SAR needs into private landowner activities</i>	<i>Ongoing</i>
<i>Develop SAR landowner contact plan, including identification of focus properties and landowners; identification of outreach materials; and preparation of information sessions/webinars with species experts.</i>	<i>Not started (pending)</i>
<i>Seek and maintain regular contact with conservancy partners to identify opportunities</i>	<i>Ongoing</i>
<i>Provide planners and planning and trustee offices with current ITC information on an annual basis</i>	<i>Completed annually</i>
<i>Attend island fairs or events annually</i>	<i>Incomplete</i>
<i>Work with TAS to investigate outreach opportunities that involve ITC/Islands Trust overlap</i>	<i>Complete</i>

1.6 Seek opportunities to provide information to local government staff and elected officials to support conservation activities that benefit SAR	
<i>Develop internal outreach and education programming in collaboration with the Islands Trust for Islands Trust staff and elected officials</i>	<i>In progress</i>

2018-2022 Work Plan for the Regional Conservation Plan (2018-2027)

Action Item	Status
Goal 2. Strengthen relationships with First Nations to identify and collaborate on shared conservation goals	
2.1 Amend or redraft policies, procedures, plans, document templates and reports to include acknowledgement of First Nations treaty and traditional territory	
Review existing policies and develop a plan to update to include acknowledgement of First Nations	In progress
Revise policies that require update	Not started (deferred)
Review existing procedures and develop a plan to update to include acknowledgement of First Nations	Not started (deferred)
Develop and revise required procedures	Not started (deferred)
Update Baseline Report Template	Not started (deferred)
Review ITC website language to include acknowledgement and consideration of First Nations	Complete
Develop a language guide that is sensitive to First Nations for all documents and communication	Not started (deferred)
Create a Conservation Proposal Assessment Procedure for evaluation of conservation proposals that includes consideration of archaeological sites and FN interests	Incomplete (deferred)

2.2 Include First Nations place names and/or Traditional Ecological Knowledge (TEK) on property signage where appropriate	
Include First Nations place names/TEK on Fairyslipper Forest signage as a pilot initiative	Complete
Include First Nations place names/TEK on signage for Nature Reserves as they are acquired, where appropriate	On going
Investigate funding opportunities to incorporate place names/TEK into signage	Cancelled. Funded internally.

2.3 Integrate Traditional Ecological Knowledge (TEK) into existing programs as appropriate	
Review current outreach work done with the Penelakut on Thetis and Galiano Islands with a view to incorporating TEK into management of Thetis Island properties	Incomplete (pending?)
Work with Penelakut to develop management plan for Moore Hill Nature Reserve and rename property to First Nations place name	Incomplete (pending?)
<i>Work with willing First Nations to develop management plans for new Nature Reserves, to update management plans for existing Nature Reserves, and to rename properties with First Nations place name</i>	<i>On going</i>
Follow up with First Nations who expressed interest in the RCP and meet with their staff or councils, as appropriate, to scope potential collaborations	Incomplete (deferred)
<i>Seek collaboration opportunities to support retention and sharing of TEK about species and ecosystems</i>	<i>In progress</i>

2.4 In consultation with the Islands Trust, source funds and determine a mechanism to support First Nations collaboration (financial and capacity)	
Acquire First Nations art work for use in communications materials	Complete.
Request increase to base budget to facilitate First Nations engagement	Complete
Investigate granting opportunities to facilitate First Nations collaboration	Incomplete
<i>Seek opportunities to support FN participation in conservation projects</i>	<i>On going</i>
<i>Apply for and acquire grants to fund FN collaboration and involvement in management planning and activities</i>	<i>Complete</i>

2.5 Continue to share information and engage with new conservation projects in partnership with First	
Offer terrestrial ecosystem mapping data and forage fish mapping to First Nations	Incomplete (deferred)
Contact First Nations to determine appropriate contacts to receive ITC communications materials (e.g. newsletter, news releases)	Incomplete (deferred)
As we meet with First Nations determine desired level of communication	In progress
<i>Collaboration with First Nations on covenant management planning and activities, when opportunities arise</i>	<i>On going</i>

2.6 Research options for protection of cultural sites and culturally important species	
Explore tools to protect First Nations features (e.g. archaeological sites) and identify suitable lands as appropriate	In progress
<i>Build knowledge and understanding of respectful expectations when on culturally important sites</i>	<i>In progress</i>

2018-2020 Work Plan for the Regional Conservation Plan (2018-2027)

Goal 3. Continue to secure and manage Islands Trust Conservancy lands and conservation covenants to maximize ecological integrity	
Action Item	Status
3.1 Manage Islands Trust Conservancy conservation areas responsibly and strategically for ecological integrity, species and ecosystems at risk, known threats (e.g. Climate Change), public safety and protection of identified features using the Property Management Strategy	
<i>Create additional staff capacity through CMOS, coop student, SAR program</i>	<i>Complete</i>
Update Baseline Report and Management Plan Templates	Complete
Contract revision of management plans for all three Gambier Island nature reserves	Complete
Initiate management planning for two Thetis Island nature reserves	Complete
<i>Initiate management planning for Valens Brook Nature Reserve with additional section, management plan revision Inner Island and Lindsay Dickson</i>	<i>Complete</i>
<i>Contract revision of management plans for Ruby Alton, Deep Ridge, and Lower Mt. Erskine Nature Reserves on Salt Spring Island</i>	<i>Incomplete (Ruby Alton)</i>
<i>Contract revision of management plans for Coats Millstone and S'ul-hween X'pey (Elder Cedar) Nature Reserves on Gabriola</i>	<i>Complete</i>
<i>Initiate management planning for new Nature Reserves</i>	<i>On going</i>
Research an information storage tool (database) to manage property information	Complete / In progress
Compile property information to input into TAPIS information storage tool	Incomplete
Standard property data will be sourced for 5 of the TFB Nature Reserves [to develop pilot Property Management Strategy]	Incomplete (delayed)
Source missing property data required to utilize the property management strategy	Incomplete
<i>Develop Property Management Strategy and mapping tools to support inclusion of additional data in monitoring and management of properties</i>	<i>In progress</i>
Evaluate effectiveness of Property Management Strategy	Incomplete (delayed)
Evaluate ITC Monitoring Program and make recommendations for efficiencies	Complete
<i>Identify and implement improved tools for management and monitoring</i>	<i>Complete</i>
<i>Annual monitoring of conservation covenants properties / building relationships with landowners</i>	<i>On going</i>
Develop a procedure for monitoring letter mailouts/emails to all partners	Complete
<i>Develop a procedure for monitoring letter mailouts/emails to all landowners</i>	<i>In progress</i>
<i>Develop procedures and processes for in-house Nature Reserve and covenant monitoring</i>	<i>In progress</i>
<i>Transition of historical monitoring records from contractors</i>	<i>Complete.</i>
Develop RFP for property monitoring considering succession planning and approved updates to monitoring program	Cancelled
<i>Develop and implement an overarching Species at Risk monitoring plan for ITC-owned and managed lands</i>	<i>Complete.</i>
<i>Develop program for management of SAR on ITC properties</i>	<i>Complete.</i>

<i>Expand SAR inventory and monitoring program to encompass additional properties and species</i>	<i>Complete.</i>
<i>begin implementing habitat management activities on ITC conservation properties for the benefit of SAR</i>	<i>In progress</i>

3.2 Identify and restore damaged ecosystems on Islands Trust Conservancy managed land where appropriate and feasible	
Continue invasive species management on Nature Reserves and selected covenant areas	On going
Utilize baseline reports and monitoring to identify potential large-scale restoration projects; assess and prioritize based on need, likelihood of success and potential for funding	On going
Complete restoration plan for 1 large scale restoration project	Complete
Research and secure grants for restoration projects	Complete
<i>Initiate restoration activities according to restoraton plan</i>	<i>On going</i>
<i>Support landowners' and partners' restoration efforts</i>	<i>On going</i>

3.3 Using conservation area modelling and the Islands Trust Conservancy's Securement Strategy as guides, conserve land with high levels of biodiversity priorities and manageable threat levels, in nature reserves and through conservation covenants	
Develop and implement partnership campaign for Salish View	Complete
Negotiate subdivision and transfer of Salish View	Complete
Negotiate and register conservation covenant on Salish View	Complete.
Complete transfer of Valens Brook Nature Reserve addition	Complete
Negotiate and register conservation covenant on Fairyslipper Forest	Incomplete (on hold)
Follow-up regularly with high priority landowners who expressed interest	On going
Meet with partners to determine mutual conservation priorities and develop strategies for outreach/securement	Incomplete (strategy delayed)
Conduct outreach (mailout) to eligible properties on select islands regarding NAPTEP	Incomplete (on hold)
<i>Develop follow-up procedures for enquiries from outreach (mailout) promotions</i>	<i>Complete</i>
<i>Update DonorPro database with new information about priority lands landowners</i>	<i>On going.</i>
Conduct outreach to high biodiversity islets & small islands	Not started (deferred)
Complete registration of Link Island NAPTEP Covenant	Complete.
Coordinate a Media Tour for Link Island NAPTEP promotion	Cancelled
Celebrate completion of Valens Brook Nature Reserve	Complete.
<i>Celebrations of completion for other acquisitions and covenants</i>	<i>On going</i>
Conduct, implement and evaluate conservation planning programs	In progress

3.4 Explore increasingly complex strategies for land securement, including those that would protect biodiversity priorities on working landscapes (i.e. agriculture and forestry lands) and those that proactively engage land holders in stewardship activities	
Develop report and hold ITC Session on working landscapes conservation	Complete.

Develop Budget request for outcomes of July ITC Meeting	Not started
Implement outcomes of working landscapes budget request	Not started
Complete investigation of change of use application to ALC for Lasqueti Covenant	Complete

3.5 Promote Islands Trust Conservancy land conservation programs to land use planners, decision makers and land holders

Present at least annually to Trust Council on ITC work/conservation priorities	On going
Present at least annually to LPS on ITC work/conservation priorities	On going
Actively promote NAPTEP in at least one local trust area each year	Incomplete (on hold)

3.6 Participate in significant ecosystem conservation opportunities related to land use planning in collaboration with local trust committees and island municipalities

Explore Dragonfly Commons covenant opportunity	Complete
Negotiate covenant on Collins Road on SSI	Complete.
Negotiate transfer of Crystal Mountain lands	In progress
Work with Gambier LTC to conclude transfer of Sandy Beach	Complete.
Support staff responsible for producing tool kit for CDF conservation (LPC project - subject to budget approval)	Complete.

3.7 Continue to support land conservation projects of partner agencies through the Opportunity Fund

Promote the Opportunity Fund to partners at least annually	On going.
Award 15% - 20% of Opportunity Fund annually	Complete

2018-2020 Work Plan for the Regional Conservation Plan (2018-2027)

Goal 4. Continue to build internal and shared organizational strength and resilience to ensure long-term nature conservation in the Islands Trust Area

Action Item	Status
4.1 Develop and expand fundraising strategies to support Islands Trust Conservancy programs	
Based on a fundraising baseline, develop effective fundraising strategy to support RCP goals	Complete
Social media targeted advertising and campaigns	On going
Evaluate targeted fundraising appeal letters on an annual basis	Complete
Issue E-news at least 4 times per year that includes a request for support	Complete
Create an Opportunity Fund campaign in a year with no acquisition campaign	Complete
ITC Chair (or Board member) thank-you phone call to all major donors (land or cash)	Cancelled
Develop business case for SFDS to expand ITC fund development capacity	Complete
4.2 Share funding and learning opportunities with partners working on nature conservation in the Islands Trust Area	
Monthly industry-leader conservancy e-news to conservancy partners	Cancelled
Host annual island workshops (Planned Giving, NAPTEP, etc); bring in industry leaders and guest speakers	Incomplete (deferred)
Contribute information about the ITC and its activities in the Islands Trust e-news on a regular basis	Incomplete
With proceeds from donations and fundraising revenue, continue to operate the Opportunity Fund as a source for start up funds for land protection projects of partner organizations	On going
Chair to Chair letters with conservancy partners, from time to time	On going
<i>Support conservation partners' learning about strategic fund development and donor strategies</i>	<i>Complete</i>
4.3 Continue to develop the Islands Trust Conservancy brand and promote organizational recognition through telling of the Islands Trust Conservancy story	
Integrate ITC visual identity into remaining communications materials (signage templates, public facing reports, etc.)	Complete
Refine covenant and property signs for visual identify and impact	Complete
Refine covenant and property signs design for visual identity and impact	On going
Upgrading signage to new logo as funding allows	On going
Develop and purchase an image bank for the Islands Trust Conservancy	Complete
<i>Host Management Plan Open Houses for new Nature Reserves and updated Managemet Plans on existing Nature Reserves</i>	<i>On going</i>
Implement celebration events for new covenants and invite media when appropriate	On going
Produce and distribute newsletter at least once a year with a feature from an ITC Board member (image/story from the island, intro from the Chair)	On going / cancelled
<i>Develop and implement new tools to communicate ITC's accomplishments and promote ITC as an effective conservation organization</i>	<i>Complete</i>

4.4 Focus, refine and creatively enhance outreach using up to date tools and strategies	
Research replacement for donor database	Complete
Implement new donor database	Complete
Implement recommendations for improvement of donor database	Not started
Research and recommend improvements for database and e-news functionality	Complete
Assist with development of business case for a new ITC website	Complete

4.5 Engage audiences and partners beyond the Islands Trust Area to increase support for species and ecosystem conservation within the region	
Identify new audiences and donors beyond the Islands Trust area islands	Complete
Develop engagement strategy and specific communications for select new audiences	On going
Implement fundraising strategies to engage new audiences	Complete
Provide letters of support as requested by partners agencies conducting work that supports the goals of the RCP	On going

4.6 Use partnerships and new technologies to enhance efficiencies in Islands Trust Conservancy operations	
Work with IS department to develop field-based technologies for use in monitoring and site assessment	Complete
Work with IS department to store and display property management and conservation priority data for use of ITC staff	Incomplete

4.7 Explore ways in which the provincial interest in preserving and protecting the Islands Trust Area can be manifested in support for the work of the Islands Trust Conservancy in achieving this object	
Seek opportunities to share information on the work of the Islands Trust Conservancy with the Minister of Municipal Affairs and Housing, and other key ministry staff	On going
Advocate for ITC name change	Complete
Participate on the CDFCP Steering Committee to identify important areas of overlap for conservation planning with other organizations	On going



BRIEFING

To: Islands Trust Conservancy Board **For the Meeting of:** May 28, 2024
From: Staff **Date Prepared:** May 17, 2024
SUBJECT: Risk Management Policy Development

PURPOSE: To obtain input from the ITC Board on development of a Risk Management Policy for Nature Reserves.

BACKGROUND:

At its January 23, 2024 meeting, the ITC Board directed staff to develop a risk management policy for all nature reserves, which includes warning users of the risk of danger trees. Staff have begun research on policies and have reviewed recommendations for policy content from the Municipal Insurance Agency of BC, which is ITC's current insurance provider.

Risk Management Policy Considerations

Standard considerations for risk management policies include:

1) *Determine whether the policy will be complaints based, inspection based or both*

Currently ITC staff or contractors visit nature reserves annually to inspect them for public safety issues and management needs (infrastructure and ecological). Staff also respond to information provided by on-island partners and users of nature reserves.

Recommendation: Staff recommend a combined approach to risk management, including regular inspection and response to complaints. The ITC Board may wish to consider a tiered approach to inspections, for example:

- Tier 1 Nature Reserves are inspected annually and have designated management groups or wardens,
- Tier 2 Nature Reserves are inspected every two or three years.

2) *Identify potential hazards and defects which will need to be addressed*

ITC staff have identified the following hazards and defects that occur in nature reserves. Some of these hazards and defects are more significant in areas open to the public and the ITC Board will need to distinguish differences in policy.

- Hazard trees affecting human safety, particularly near trails, parking areas and places where visitors assemble
- Hazard trees affecting infrastructure and valuables, for example homes, utility lines, vehicles and buildings
- Trails and trail infrastructure (e.g. boardwalks) in need of repair that might impact public safety
- Hazardous conditions, such as high winds, snow and ice, extreme heat events, etc.
- Hazardous features, such as steep slopes, cliffs, difficult trail conditions, etc.

- Dangerous wildlife, note this is unlikely in ITC nature reserves but a possible occurrence, for example wolves on Gambier Island nature reserves

3) Create a risk rating for potential hazards and defects

A risk rating system might look like the table below with adjustments depending on identified hazards or defects and type of nature reserve (i.e. open vs. closed to the public):

Risk Rating	Description	Timeline for Response
High	It is clear that the area or asset is not reasonably safe and presents a possible risk of failure or injury to users of the nature reserve.	ITC staff will close the area(s) to the public and will arrange for repair or replacement of the asset as quickly as possible.
Moderate	The area or asset is not likely to result in immediate failure or injury to users of the nature reserve but may develop into a higher risk concern with time.	ITC staff will arrange to mark the area or asset and have it re-inspected within the following [] weeks/months.
Low	The area or asset is not hazardous. It is not likely to fail and does not present a risk of injury to users of the nature reserve but may need attention for some other reason.	ITC staff will arrange for re-inspection of the area or asset within the following [] months/years and will address the issue as resources permit.

In some circumstances, ITC staff will need to engage external resources to gauge the risk of a hazard or defect or may wish to use external standards to determine if repair or replacement is required. For example, a ISA certified arborist might be used to evaluate danger trees, or BC Parks trail standards may be used to determine appropriate trail maintenance (see <https://www2.gov.bc.ca/gov/content/sports-culture/recreation/camping-hiking/sites-trails/program/maintenance-development/drawings>).

4) Evaluate the resources available to respond to hazards and potential defects

ITC currently has one staff person, Property Management Specialist (PMS), to manage nature reserves. The PMS is supported by the Communications Specialist for public communications and signage. In the next year, the PMS will be assisted by the Land Management Team Lead.

The PMS currently enlists outside support through partnership arrangements with other conservancy agencies, many of which are island-based, and uses contracts to enlist outside labour or expertise. ITC follows the Islands Trust Procurement Policy (<https://islandstrust.bc.ca/document/policy-6-5-3-procurement/>) for contracting. Contract process times can be lengthy, taking up to 3 months to conclude and never less than 6 weeks. Insurance, WorkSafe and other certification requirements mean that there is often no island-based service provider able to do the work. Contractors willing to travel to islands can be very difficult to find. The 2024/25 property management budget is \$166,140. Staff find the budget to be sufficient, but the administrative requirements for contracts often preclude quick responses to issues and result in higher costs.

5) Determine appropriate responses and response timelines that are manageable with available resources

As noted above, timelines to address issues will typically take several months. For issues of safety, closing an area to public access will be the best way to manage public safety in most cases. For effective area closures, ITC will need to consider needs for signage and communication with users.

6) Designate an individual in the organization responsible for risk management and documentation

Risk management is typically designated to a staff member and staff recommend that it be designated to the ITC Manager. Documentation will likely be the responsibility of the Land Management Team Lead and Property Management Specialist.

Other considerations

The items discussed above relate to development of a risk management policy. The ITC Board could also contemplate a 'core policy' to "leave nature reserves undisturbed and not undertake any mitigative measures to address public safety." This option is available to governments but there is ambiguity as to whether it would apply to ITC. Should the ITC Board wish to pursue this option, staff recommend obtaining further legal advice which could include the following questions:

- What are the steps required for the ITC to lawfully use this policy? The courts have not addressed the issue of whether a Crown agent like ITC can benefit from core-policy immunity, how can ITC know this defence will stand up in court?
- How can ITC ensure the policy is adopted in accordance with the Supreme Court of Canada's test for policy decisions?
- If the Board views ITC nature reserves are better served with a core policy of conservation and environmental management, rather than policies that facilitate public use, are there any potential legal ramifications for nature reserves that were donated with the explicit desire of having them open to the public?

Items for ITC Board Discussion

- 1) What type of policy is desired? Does the Board wish to pursue a 'Core Policy'?
- 2) Are there other potential hazards to consider?
- 3) Other items as decided by the ITC Board.

ATTACHMENT(S): None

FOLLOW-UP: Staff will follow up as directed.

Prepared By: Kate Emmings, Manager, Islands Trust Conservancy

Reviewed By/Date: Nuala Murphy, Property Management Specialist / May 21, 2024



BRIEFING

To: Islands Trust Conservancy Board **For the Meeting of:** May 28, 2024
From: Staff **Date Prepared:** May 22, 2024
SUBJECT: First Nations Engagement – ITC Plan

PURPOSE: To provide the Islands Trust Conservancy (ITC Board) with an outline of First Nations Engagement for the ITC Plan.

BACKGROUND:

At the request of the Chair, ITC staff have prepared an outline of First Nations engagement, as planned, for the 2026-2030 ITC Plan development. Steps anticipate for engagement are as follows:

- 1) Draft a letter to all First Nations found with in the Islands Trust Area using the consultative areas database provided by the Province of BC. The letter will:
 - a. invite First Nations to engage with ITC prior to the drafting of the ITC Plan so that they can indicate their desired level of involvement in the drafting of the ITC Plan
 - b. offer some capacity funding
 - c. acknowledge comments from First Nations that engaged with ITC during the previous ITC Plan engagement
 - d. offer a general information meeting regarding the ITC Plan and its purpose
 - e. request that First Nations indicate their desired level of participation in the development of the ITC Plan within 90 days.
- 2) Hold a general information meeting for First Nations where interest exists.
- 3) Proceed with engagement planning based on the response from First Nations.

ATTACHMENT(S):

- Project Charter: 2026-2030 ITC 5-Yr Plan Development, Approved, March 19, 2024
- Business Case: Islands Trust Conservancy (ITC) Plan: First Nations Engagement Project, October 3, 2023

FOLLOW-UP: Staff will draft and send out letters to First Nations as described above.

Prepared By: Kate Emmings, Manager, Islands Trust Conservancy

2026-2030 ITC 5-Yr Plan Development - Charter v2

Islands Trust Conservancy

Date: March 19, 2024

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

Background Under the *Islands Trust Act* the Islands Trust Conservancy must submit a Trust Fund Plan (ITC Plan) to the Minister at least every five years. The ITC Plan must include: (a) policies on acquisition, management and disposal of property; (b) policies on investment of money; (c) goals for major acquisitions of property; and, (d) other matters as required by the Minister. In January 2024, the Minister declined to approve the Interim 2023-2025 ITC Plan and directed the ITC Board to “take more time to adequately engage with the First Nations that have expressed interest in deeper conversations about the philosophy of the Conservancy and what approaches the Conservancy is taking to preserve and protect the trust area.”

Objectives

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

In Scope

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

Out of Scope

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

Workplan Overview

Deliverable/Milestone	Date
First Nations Engagement Plan complete	March 19, 2024
First Nations Engagement	April 2024 - April 2025
ITC Plan development	January—March 2025
Board approval of Draft ITC Plan	April 30, 2025
Referrals to conservancy partners, local trust committees/Bowen Municipal Council, Trust Council	May—September, 2025
Revisions completed and final plan approved by ITC Board	November 30, 2025
Final plan sent to Minister for approval	December 1, 2025

Project Team

Director, Trust Area Services	Project Sponsor/ Islands Trust and Ministry Liaison
ITC Manager	Project Manager
ITC Team	Project collaborators
Senior Indigenous Relations Advisor	Collaboration on First Nations Engagement

Approved by:

ITC Board

Date: Mar. 19, 2024

Endorsement:

Resolution #:

ITC-2024-009

Budget

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

Item	Cost
2024/25: Honoraria (First Nations)	\$20,000
2025/26: Graphic Design	\$1,500
2024/25: Mtg expenses & support	\$7,500
2025/26: Legal	\$6,000
Total	\$35,000



**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

<p>Initiated by (name, title): Islands Trust Conservancy Board</p>	<p>Budget Source (select all that apply):</p> <p><input type="checkbox"/> Specific Project Funding (select all that apply)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Third Party Contractors <input type="checkbox"/> Staff Travel Expense <input type="checkbox"/> Staff Overtime Expense <input type="checkbox"/> New Staff Member – Temporary for project <input type="checkbox"/> Computer Hardware/Software <p><input type="checkbox"/> Furniture & Equipment</p> <p><input type="checkbox"/> Computer Hardware/Software/Supplies</p> <p><input type="checkbox"/> New Staff Resources (see Staff Costing Tool)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <p style="padding-left: 40px;">Temp Duration: _____</p> <p><input checked="" type="checkbox"/> Other – please describe: <u>First Nations review and engagement, ITC Plan</u></p>
<p>Business Area: Islands Trust Conservancy</p>	
<p>Name of Request: Islands Trust Conservancy (ITC) Plan: First Nations Engagement Project - \$20,000</p>	
<p>Date of Funding Request Submission: October 3, 2023</p>	<p>Funding Required for (date range): April 1, 2024 – March 31, 2025</p>

ISSUE/OPPORTUNITY:

On January 29, 2024, the ITC Board received a response from the Minister of Municipal Affairs regarding approval of its five-year plan. The Minister directed ITC to take “more time to adequately engage with the First Nations that have expressed interest in deeper conversation about the philosophy of the Conservancy and what approaches the Conservancy is taking to preserve and protect the trust area.” The Minister also requested that ITC “continue to lead the way, in cooperation with First Nations in the Trust Area, to develop a Conservancy Plan that aligns with the UN Declaration.” Because of the strong direction from the Minister, ITC would like to secure resources for a fulsome engagement of First Nations in the Trust Area for its 5-year Plan. Sources of funding for the \$20,000 ITC Plan First Nations Engagement Project are as follows:

- \$10,000 from additional tax requisition
- \$10,000 from a Provincial Grant

Islands Trust Conservancy (ITC) will begin development of the 2026-2030 ITC Plan in 2024 and the ITC Board is seeking continued funding to support First Nations engagement in the early development of the ITC Plan. The ITC Plan is a requirement of the *Islands Trust Act* 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 funding to assist First Nations with early and meaningful engagement in development of the ITC Plan will put the ITC Reconciliation Declaration (below) 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 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. 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 Indigenous Relations and Reconciliation)	In January 2024, the Minister of Municipal Affairs indicated strong support for engagement of First Nations during the development of the five-year plan. ITC staff will engage the Minister's office early in the development of an engagement plan to ensure that First Nations engagement meets the Minister's expectations.
ALTERNATIVES CONSIDERED:	
<u>Option 1 Fully Funded First Nations Engagement (\$10,000 covered by tax requisition, \$10,000 from a provincial grant)</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 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 is likely that it will also result in a decision to decline approval of the ITC Five-Year Plan by the Minister of Municipal Affairs. If the Minister chooses not to approve the five-year plan, ITC will be unable to move forward with further land conservation.	
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.	
<ol style="list-style-type: none"> 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:	
<ol style="list-style-type: none"> 1) Meets the requirements of the Minister of Municipal Affairs request to the ITC Board for meaningful engagement of First Nations in the Trust Area. 2) Shows meaningful commitment to the ITC Reconciliation Declaration; and, 3) 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 to be covered through tax requisition and \$10,000 to be allocated from a Provincial Grant for First Nations engagement. Should ITC not have enough budget, it will consider reallocation of existing budget areas and, if needed, will consult with the Executive Committee regarding next steps.	

Qualitative Analysis:

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 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

September 25, 2023,
Updated February 7, 2024
Finalized February 21, 2024

Initiator Name, Title

Date

Clare Frater, Director, Trust Area Services

September 26, 2023

Reviewed by Department Lead: Name, Title

Date

REVIEWED BY ISLANDS TRUST CONSERVANCY (ITC) BOARD:

Date received: October 3, 2023

Accepted by ITC Board: YES NO

Next steps:

- The business case was reviewed by Financial Planning Committee February 21, 2024 and forwarded to Trust Council in March, 2024.



Public Acquisitions Update May 28, 2024

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	<p>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:</p> <ol style="list-style-type: none"> 1. The release of the rent charge and related easements on the title of Lot A and any other charges determined, through legal review, to be problematic for the Trust Fund Board; 2. Establishing legal access for the Trust Fund Board to the most eastern part of Lot A; 3. Receipt of \$30,000 upon transfer of the land, with at least \$15,000 to be held in a pooled Nature Reserve Management Fund, and \$10,000 to \$15,000 to be put towards the development of a management plan and management activities for the nature reserve; 4. Staff reaching mutual agreement with the water license holders to limit the impact of accessing and maintaining the permitted water works; 5. Agreement with the Society that the portion of the proposed Emergency Access over the nature reserve would be used only in the case of emergency; 6. Written agreement with the Society about the use and maintenance of the pagoda; 7. Installation of boundary and corner pin markers at the time of survey at the expense of the applicant (locations to be determined in consultation with ITF staff); and 8. Final approval of the Trust Fund Board of the final survey plan, transfer agreement and all other associated agreements.
	2019/07/24	Received subdivision proposal plan from the planning department.
	2020/09/08	Applicant provided a revised proposal to the Galiano Island Local Trust Committee.
	2020/12/10	File transferred to TAS Director Frater due to declared conflict of interest by ITC Manager, Kate Emmings.
	2021/01/28	ITC Staff met with applicant. An application update is anticipated for the May ITC Meeting.
2021/05/25	Update provided to ITC Board.	



Public Acquisitions Update May 28, 2024

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



ISLANDS TRUST CONSERVANCY

PUBLIC COVENANTS UPDATE For May 28, 2024

NAPTEP COVENANTS		
<i>28 NAPTEP Covenants on title, 4 NAPTEP covenants in progress</i>		
Property	Date	Notes
Doris McHardy NAPTEP Covenant (North Pender Island, ~1 ha)	2024/02/04	Application received.
	2024/02/14	Application sent for Ministerial approval.
	2024/03/19	ITC-2024-13: It was MOVED and SECONDED that the Islands Trust Conservancy Board approve the conservation proposal submitted by Sara Miles, Mike Timmins, and Vivian Mitchell, to place a NAPTEP covenant on approximately 0.6 ha of North Pender Island, PID: 005-837-651, Lot 6, Sections 18 and 22, Pender Island, Cowichan District, Plan 6294, subject to review of First Nations responses and to Ministerial approval, to protect woodlands and herbaceous habitats, maturing dry Douglas-fir forest, and adjacent protected areas.
	2024/04/18	Staff updated the Ministry of Municipal Affairs, who replied that they will wait for results of First Nations referral before reviewing the application.
	2024/04/29	Application referred to First Nations. Response window of 90 days.
Koontz NAPTEP Covenant Gabriola Island (~2.5 ha)	2023/02/08	Application received.
	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. No comments received.
	2023/09/27	Application for tax exemption approved by Trust Council (resolution number pending)
	2023/10/05	Phase II next steps correspondence sent to landholder.
	2023/10/19	Site visit to determine covenant area boundaries.



ISLANDS TRUST CONSERVANCY

PUBLIC COVENANTS UPDATE For May 28, 2024

Koontz NAPTEP Covenant (cont'd)	2023/10/23	Applicant submitted request to have NAPTEP fees sponsored by EC. Staff working to add to November EC meeting
	2023/10/26	Submitted expression of interest for funding support from Ecological Gifts Program.
	2023/11/22	Executive Committee approved sponsorship of NAPTEP Application: EC-2023-120 It was MOVED and SECONDED , that Executive Committee approve financial sponsorship of \$450 for Natural Area Protection Tax Exemption Program (NAPTEP) application GB-NAP-2023.1 (Koontz), Gabriola Island.
	2023/12/08	Applicant requested ITC support in arranging Priority Agreement with mortgage holder. Ongoing. Further work negotiating and drafting covenant is on hold pending agreement from mortgage holder.
	2023/12/15	NAPTEP Phase I fee refund cheque mailed to applicant.
	2023/12/22	ITC staff worked with GaLLT to secure Ecological Gifts Program funding for covenant area survey; procurement process underway (contract will be directly with Environment & Climate Change Canada). Survey work planned for January.
	2024/02/14	Application sent for Ministerial approval.
	2024/02/29	Contract signed for land survey (with ECCC).
	2024/03/27	Covenant area survey complete.
	2024/03/27	Ministerial approval received for covenant.
	2024/05/13	Applicant connected with mortgage provider about Priority Agreement. Ongoing.
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 th , 2023.



**PUBLIC COVENANTS UPDATE
For May 28, 2024**

Larmour NAPTEP Covenant (cont'd)	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. No comments received.
	2023/09/27	Application for tax exemption approved by Trust Council (resolution number pending)
	2023/10/05	Phase II next steps correspondence sent to landholder.
	2023/10/30	Submitted expression of interest for funding support from Ecological Gifts Program.
	2023/11/27	Applicant submitted request to have NAPTEP fees sponsored by EC.
	2023/12/20	Executive Committee approved sponsorship of NAPTEP Application: EC-2023-131: It was MOVED and SECONDED , that the Executive Committee approve financial sponsorship of \$450 for Natural Area Protection Tax Exemption Program (NAPTEP) application SS-NAP-2021.1 (Larmour), Salt Spring Island.
	2024/02/20	Contract signed for baseline inventory (with ECCC, EcoGifts program funding)
	2024/02/28	Draft covenant sent to landholder and co-covenant holder for review.
	2024/04/28	Final baseline report received.
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.



**PUBLIC COVENANTS UPDATE
For May 28, 2024**

**R. Leader NAPTEP
(cont.)**

2021/05/11	First covenant draft sent to landowner for review.
2021/05/14	Draft covenant sent to TLC and SSIC for their Board to review as part of their discussions about discharging the existing covenant these organizations co-hold on the property. ITC staff to participate in upcoming Board meetings of these organizations to provide information about NAPTEP and this proposed covenant.
2021/05/14	Request for legal advice about impact of clause in existing covenant, restricting ability to place additional easements on the property.
2021/05/22	Staff participate in TLC Board meeting to provide background information about NAPTEP program and discuss details of this application for a NAPTEP covenant to replace or be placed in addition to existing TLC / SSIC covenant.
2021/05/28	Received legal counsel that the existing covenant contains no restrictions on ability to place NAPTEP covenant on the property.
2021/06/16	Discussion with landowner about rights and restrictions in the draft covenant. Ongoing.
2021/07/05	SSIC and TLC agree to discharge existing covenant subject to registration of NAPTEP covenant. SSIC has requested becoming co-covenant holder for NAPTEP covenant.
2021/07/29	Landowner begins discussions with mortgage provider about granting priority to the Covenant and Rent Charge. Ongoing.
2021/09/09	ITC received and accepted final baseline inventory report.
2022/01/21	Staff called to discuss need to get mortgage provided to grant priority to the Covenant. Followed up with email to credit union representative.
2022/02/21	No response from credit union, informed landowner and indicated that they will need to pursue this issue.
2022/09/26	Staff emailed to remind landowner that NAPTEP application expires December 2nd and enquire about progress with mortgage provider. Landholder discussed issue with credit union account manager and forwarded request for ITC staff to follow-up.
2022/09/28	Staff contacted credit union account manager via email and left phone message.
2022/12/06	Trust Council passed the following resolution: It was Moved by Trustee Yates and Seconded by Trustee Patrick, That the Islands Trust Council extend the timeline for issuing the Natural Area Exemption Certificate for Natural Area Protection Tax Exemption Program application SS-NAP-2020.3 (Salt Spring Island) until December 2024.
2023/01/01	Ongoing discussions with credit union and landowner about priority agreement.
2023/07/28	Staff contacted applicant to discuss next steps; left phone message, no response received.
2024/05/07	Staff emailed applicant to discuss next steps.



ISLANDS TRUST CONSERVANCY

PUBLIC COVENANTS UPDATE For May 28, 2024

REGULAR COVENANTS		
<i>52 regular covenants on title, 0 public regular covenants in progress, 1 in-camera covenant in progress.</i>		
Property	Date	Notes
None		
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
Fairyslipper Forest Nature Reserve Thetis Island (16.6 ha)	2018/03/20	ThINC Board approves resolution to hold a covenant on Fairyslipper Forest.
	2018/03/21	CCLT Board approves resolution to hold a covenant on Fairyslipper Forest.
	2018/04/03	TFB approves negotiation of conservation covenant in favour of ThINC and CCLT.
	2018/04/06	ITC template covenant sent to partners. Trail relocation is needed before finalizing baseline report.
	2018/10/13	Hosted Management Plan Open House on Thetis Island.
	2019/02/22	Draft management plan and baseline report sent to ThINC and CCLT staff for review.
	2019/05/21	ITC Board approves management plan with minor revisions.
	2019/06/12	ThINC Board approves revised management plan.
	2019/09/26	CCLT Board approves revised management plan. Management Plan posted to the ITC website.
	2020/02/03	Trail relocation completed by contracted trail builder, Penelakut youth and volunteer labour. A Statutory Right of Way is required from the adjacent property where the trailhead and parking area are planned.
	2020/03/19	ThINC is working with the Thetis Island Residents and Ratepayers Association to obtain a trail license over adjacent private lands for access and parking for the Fairyslipper Forest Nature Reserve.
	2020/07/14	Adjacent landowner signs Trail Licence Agreement with TIRRA (Thetis Island Residents and Ratepayers Association). Staff continues to work with owner to develop permanent legal access.
	2022/04/25	Adjacent landowner extends Trail Licence Agreement with TIRRA.
	2022/06/06	Staff discussed proposed conservation covenant with ThINC, agreement to defer. Staff will reengage with adjacent landowner to discuss more formal access arrangement.
2022/07/27	Adjacent landowner wishes to continue with informal access agreement. Staff will continue with current access and will consider varied trail options as part of the covenant negotiations.	
2022/10/04	ITC Board rescinds resolution directing staff to negotiate a statutory right of way and related section 219 covenant with adjacent landowner.	



PUBLIC COVENANTS UPDATE For May 28, 2024

	2023/05/30	Staff re-initiated discussion about access arrangement with adjacent landowner. Numerous efforts to set up phone call or (preferred) site visit to discuss options; unable to set meeting.
Total	80 covenants registered	

DRAFT**Islands Trust Conservancy Expenditure Tracking 2024-2025**

GL	Description	Islands Trust							
		Approved Budget	Contribution	SAR Grant	Total Available	Spent	Remaining	% Remaining	Committed Funds
50700-210	Admin. Support	\$ 389,866	\$389,866		\$ 389,866		\$ 389,866	100%	\$ 64,978
54500-210	Communications	\$18,000	\$12,500	\$5,500	\$ 18,000	\$483	\$ 17,517	97%	
56500-210	Contract Services	\$20,000	\$20,000		\$20,000		\$ 20,000	100%	
61100-210	Board Honoraria	\$ 7,000	\$7,000		\$ 7,000		\$ 7,000	100%	
61200-210	Board Meeting Expense	\$ 2,850	\$2,850		\$ 2,850		\$ 2,850	100%	
61210-210	Board Training & Conferences	\$ 1,600	\$1,600		\$ 1,600		\$ 1,600	100%	
61300-210	Property Management	\$166,140	\$111,140	\$55,000	\$ 166,140	\$2,171	\$ 163,969	99%	\$ 10,187
61500-210	Cons Planning / Land Securement	\$26,550	\$11,550	\$ 15,000	\$26,550		\$ 26,550	100%	
61600-210	Ecosystem Mapping	\$ 4,200	\$0	\$ 4,200	\$ 4,200	\$536	\$ 3,664	87%	
63000-210	Legal	\$ 22,000	\$22,000		\$ 22,000	\$90	\$ 21,910	100%	\$ 2,878
67500-210	Memberships	\$1,800	\$1,800		\$ 1,800		\$ 1,800	100%	
73001-210-8062	Project: ITC Plan First Nations Engagement	\$ 20,000	\$12,000	\$ 8,000	\$ 20,000		\$ 20,000	100%	
75100-210	Salaries	\$ 630,025	\$515,025	\$ 115,000	\$ 630,025		\$ 630,025	100%	\$ 96,371
75110-210	Benefits	\$ 160,069	\$160,069		\$ 160,069		\$ 160,069	100%	\$ 24,478
74900-210	Safety	\$ 1,200	\$1,200		\$ 1,200		\$ 1,200	100%	
79500-210	Subscriptions	\$400	\$400		\$ 400		\$ 400	100%	
80300-210	Mobile Devices	\$ 3,290	\$3,290		\$ 3,290		\$ 3,290	100%	
81300-210	Training & Conferences	\$ 4,700	\$4,700		\$ 4,700	\$700	\$ 4,000	85%	
81305-210	Travel for Training (staff)	\$ 5,700	\$5,400	\$ 300	\$ 5,700		\$ 5,700	100%	\$ 425
82300-210	Travel	\$ 26,000	\$19,500	\$ 6,500	\$ 26,000		\$ 26,000	100%	\$ 2,852
		\$ 1,511,390	\$ 1,301,890	\$ 209,500	\$ 1,511,390	\$3,980	\$ 1,507,410	100%	\$ 202,169
Restricted Funds			Opening Balance	Revenue	Total Available	Spent	Remaining		Committed Funds
0012 8820-622	Alton Maintenance Account		\$ 99,656	\$ 7,769	\$ 107,425	\$ -	\$ 107,425		\$ 1,528
	Ruby Alton Endowment Fund		\$ 149,252		\$ 149,252	\$ -	\$ 149,252		\$ -
0012 8820-614	Opportunity Fund		\$ 119,580	\$ 4,486	\$ 124,066	\$ -	\$ 124,066		\$ 8,400
0012 8940-624	Covenant Mgmt and Defence Fund		\$ 125,087	\$ 0	\$ 125,087	\$ -	\$ 125,087		\$ -
	Property Management Fund		\$ 11,506	\$ 0	\$ 11,506	\$ -	\$ 11,506		\$ -
0012 8820-681	Lasqueti Island Acq Fund		\$ 31,934	\$ 11	\$ 31,945	\$ -	\$ 31,945		\$ -
	Link Island Removal Fund		\$ 36,708	\$ 1,765	\$ 38,473	\$ -	\$ 38,473		\$ 38,473
	Western Screech Owl Project		\$ 14,118	\$ 64	\$ 14,182	\$ -	\$ 14,182		\$ -
	Gambier Island Acq Fund		\$ 131,658	\$ 1	\$ 131,660	\$ -	\$ 131,660		\$ -
0012 8960-158	Morrison Waxler Legacy Fund		\$ 10,838	\$ 24	\$ 10,862	\$ -	\$ 10,862		\$ -
0012 8944-844	Thetis Island Acq Fund		\$ 1,404	\$ 0	\$ 1,404	\$ -	\$ 1,404		\$ -
0012 8820-649	McFadden Creek		\$ 18,634	\$ 6	\$ 18,640	\$ -	\$ 18,640		\$ -