



Islands Trust Conservancy Board

Regular Meeting Agenda

Date: Tuesday, July 23, 2024
Time: 10:00 am
Location: Islands Trust - Victoria
200 - 1627 Fort Street, Victoria, BC

Pages

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. RISE AND REPORT (from the May 28, 2024 in-camera meeting)

The Islands Trust Conservancy Board approved an Opportunity Fund Grant of \$8,000 be awarded to the Bowen Island Conservancy.

4. MINUTES/COORDINATION

4.1 Minutes of Meetings/Resolutions without Meetings

4.1.1	Approval of May 28, 2024 ITC Regular Meeting Minutes	4 - 10
4.1.2	Approval of June 12, 2024 ITC Special Meeting Minutes	11 - 12
4.1.3	ITC-RWM-2024-002 Schedule of Special Meeting for June 12, 2024 (for information)	13 - 13
4.1.4	ITC-RWM-2024-003 Cancellation of the July 23, 2024 ITC-EC Liaison Meeting (for information)	14 - 14

4.2	Follow-up Action List	15 - 17
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5. BUSINESS

5.1 Items for Approval

5.1.1	ITC Freedom of Information and Protection of Privacy Bylaw No. 4 – Request for Decision	18 - 23
	THAT Islands Trust Conservancy Bylaw No. 4, cited as “Freedom of Information and Protection of Privacy Bylaw No. 4, 2024”, be read a first time. THAT Islands Trust Conservancy Bylaw No. 4, cited as “Freedom of Information and Protection of Privacy Bylaw No. 4, 2024”, be read a second time. THAT Islands Trust Conservancy Bylaw No. 4, cited as “Freedom of Information and Protection of Privacy Bylaw No. 4, 2024”, be read a third time. THAT Islands Trust Conservancy Board rescind Islands Trust Conservancy Policies 3.8 and 3.9 as they are now redundant.	
5.1.2	ITC Communications and Engagement Strategy – Request for Decision	24 - 41
	Item deferred from the May 28, 2024 ITC Regular Board meeting. THAT the Islands Trust Conservancy Board approve the 2024-2026 Islands Trust Conservancy Communications and Engagement Strategy.	
5.1.3	CDFCP TOR and Statement of Cooperation Endorsement – Request for Decision	42 - 59
	THAT the Islands Trust Conservancy Board endorse the Coastal Douglas-fir and Associated Ecosystem Conservation Partnership (CDFCP) revised Terms of Reference and Statement of Cooperation and direct the Chair to sign the Statement of Cooperation on behalf of the Islands Trust Conservancy. THAT the Islands Trust Conservancy Board continues to endorse the participation of staff on the CDFCP steering committee and/or working groups as authorized by the Islands Trust Conservancy Manager.	
5.1.4	ITC 2025/26 Budget Submission – Request for Decision	60 - 62
	THAT the Islands Trust Conservancy Board approve the draft 2025/26 ITC Budget as presented and direct staff to provide it to the Director of Administrative Services and the Director of Trust Area Services for inclusion in the Islands Trust draft 2025/26 budget.	
5.2	Items for Discussion/Direction	
5.2.1	Islands Trust Conservancy 2024/25 Work Plan - Briefing	63 - 72
5.2.2	Referral for GB-TUP-2024.2 Burren’s Acres, Gabriola Island (verbal)	
5.2.3	Islands Trust Conservancy 5 Year Plan - Engagement Plan Outline - Briefing	73 - 74
5.3	Correspondence - None	

5.4 Updates for Information

5.4.1	Public Acquisitions Report	75 - 76
5.4.2	Public Covenants Report	77 - 82
5.4.3	Budget Report - None	
5.4.4	Executive Committee Update (verbal)	
5.4.5	Financial Planning Committee Update (verbal)	
5.4.6	Trust Council Update (verbal)	
5.4.7	Governance Committee Update (verbal)	

6. PUBLIC COMMENTS AND DELGATIONS

7. NEW BUSINESS

8. NEXT MEETING

9. CLOSED MEETING

9.1 Motion to Close the Meeting

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

10. ADJOURNMENT



Islands Trust Conservancy Board Minutes of a Regular Meeting

Date: Tuesday, May 28, 2024
Time: 10:00 a.m.
Location: Electronic Meeting
Members Present: Risa Smith, Chair
Lisa Gauvreau, Vice Chair
Charles Kahn, Trustee (left the meeting at 3:15 p.m.)
Susan Yates, Trustee
Tobi Elliott, Trustee
Member Regrets: Ken Thomas, Trustee
Others Present: Lenora Lee, KPMG Auditor (attended from 12:00 to 12:15 p.m.)
Staff Present: Clare Frater, Director, Trust Area Services
Kate Emmings, Manager, Islands Trust Conservancy
Emily McLean, Conservation Technician (Co-op Student)
Jemma Green, Covenant Management and Outreach Specialist
Joe Elliott, Senior Indigenous Relations Advisor
Kathryn Martell, Ecosystem Protection Specialist
Micaela Yawney, Communications Specialist
Mike Richards, Strategic Fund Development Specialist
Nuala Murphy, Property Management Specialist
Robert Barlow, Legislative Services Clerk/Recorder

1. CALL TO ORDER

Chair Smith called the meeting to order at 10.06 am. Trustee Gauvreau acknowledged that the meeting was held on the territory of the Coast Salish First Nations.

Joe Elliott introduced himself and spoke about appreciation for land acknowledgement. Board members introduced themselves.

2. APPROVAL OF AGENDA

The following change to the order of the agenda was presented for consideration:

- Agenda item 5.2 (5.2.1, 5.2.2 and 5.2.3) to be addressed after 5.1.1 and before 5.1.2

By general consent the agenda was approved as amended.

3. RISE AND REPORT

There were 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

The following amendment to the minutes was presented for consideration:

- On page 11 of the agenda package, in item 6.4.10 Governance Committee Verbal Update, the second sentence of the second paragraph should indicate “15 recommendations” rather than “50 recommendations”.

By general consent the Islands Trust Conservancy Board meeting minutes of March 19, 2024, were adopted as amended.

4.2 Follow-up Action List

The list was presented for information.

4.3 Staffing and Board Vacancy - Verbal Update

Manager Emmings notified the Board that the Board vacancy information has been distributed; introduced Emily McLean, summer co-op student; and provided some details as to her temporary appointment with the BC Conservation Data Centre. Director Frater informed the Board that Carolyn Stewart will be acting Manager starting June 15 until approximately January 2025.

5. BUSINESS

5.1 Items for Approval

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

Chair Smith and Manager Emmings introduced the RFD as a late item to the agenda.

ITC-2024-019

It was MOVED and SECONDED,

that Islands Trust Conservancy Board extend the Regional Conservation Plan by two years until December 2029.

CARRIED

ITC-2024-020

It was MOVED and SECONDED,

that 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.” This is to ensure that the Reconciliation Action Plan is informed by the current First Nation engagement for the ITC 5-year Plan.

CARRIED

ITC-2024-021

It was MOVED and SECONDED,

that Islands Trust Conservancy (ITC) Board remove the current Climate Change Impacts Project from the ITC work program and direct staff to explore options and research potential climate change projects to address the climate change emergency on ITC Protected Areas, once ITC has a new Property Management Team Lead.

CARRIED

By general consent the Board deferred discussion in regards to Response Option #4 (that 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) until later in the meeting when the Risk Management Policy (agenda item 5.2.2) is discussed.

By general consent the Board agreed to remove Response Option #5 (that 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.)

ITC-2024-022

It was MOVED and SECONDED,

that 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.

CARRIED

The Board recessed at 11:47 a.m. and resumed at noon.

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

KPMG Auditor Lenora Lee joined the meeting at noon and presented the financial statements and the audit report as a late item to the agenda.

ITC-2024-023

It was MOVED and SECONDED,

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

CARRIED

5.2 Items for Discussion/Direction

5.2.1 Regional Conservation Plan - 3 year Work Plan – Briefing

Ecosystem Protection Specialist Martell presented the briefing. Board discussion included:

- the task of the Board is to set high-level priorities for goals
- the possibility of reporting out to be done more often than every three years.

ITC-2024-024

It was MOVED and SECONDED,

that Islands Trust Conservancy (ITC) Board request that staff prioritize Goal #2 of the Regional Conservation Plan related to strengthening relationships with First Nations, and components of Goal #1 related to knowledge, information and data management of ITC properties, and components of Goal #3 related to ongoing management of ITC protected areas.

CARRIED

ITC-2024-025

It was MOVED and SECONDED,

that Islands Trust Conservancy (ITC) Board defer work on new acquisitions and covenants until further direction from the ITC Board, with the exception of First Nations' initiated proposals.

DEFEATED

ITC-2024-026

It was MOVED and SECONDED,

that Islands Trust Conservancy (ITC) Board direct staff to develop communication materials for stakeholders and the public with regards to the updated ITC work plan and rationale for prioritization of elements of the Regional Conservation Plan (2017-2029).

CARRIED

By general consent the Board extended the meeting to 3:15 p.m.

The Board recessed at 1:45 p.m. and resumed at 2:14 p.m.

5.1 Items for Approval (continued)

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

Board discussion included editing a sentence on page 42 of the agenda, second paragraph, so that the following phrase from the sentence starting "As we move into 2024,..." is deleted: "..., 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".

ITC-2024-027

It was MOVED and SECONDED,

that Islands Trust Conservancy (ITC) Board approve the attached text as amended for approval by Trust Council and submission to the Minister of Municipal Affairs.

CARRIED

5.1.4 2025/26 ITC Budget - Request For Decision

ITC-2024-028

It was MOVED and SECONDED,

that 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.

CARRIED

5.1.6 Ruby Alton House Visit - Request For Decision

ITC-2024-029

It was MOVED and SECONDED,

that Islands Trust Conservancy (ITC) Board authorize the ITC Chair and Trustee Yates to enter the Ruby Alton House, Salt Spring Island, to inspect the condition of the house and property on behalf of the Board.

CARRIED

ITC-2024-030

It was MOVED and SECONDED,

that the Islands Trust Conservancy (ITC) 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.

CARRIED

5.1.7 Referral of Ministerial response to ITC Plan submission to Trust Council - Request For Decision

The Board did not address this late item.

5.2 Items for Discussion/Direction (continued)

5.2.2 ITC Risk Management Policy – Briefing

Manager Emmings presented the Briefing, indicating that Staff have started work on this and have raised a number of issues that need to be addressed to be able to move forward. Manager Emmings also noted that work on this item will be paused until there are staff resources to continue it, and, in the interim, guidance from the ITC Board regarding management of danger trees is required.

ITC-2024-031

It was MOVED and SECONDED,

that Islands Trust Conservancy (ITC) Board request staff to continue work on risk Assessment Policy through a phased approach as follows:

Phase 1: Public safety approach as a priority which would include the role of signage as well as tree removal and live tree management with reference to the *BC Occupier Liabilities Act*.

Phase 2: Identification of properties that would benefit from a core policy of conservation and an environmental management approach.

CARRIED

9. CLOSED MEETING

9.1 Motion to Close the Meeting

ITC-2024-032

It was MOVED and SECONDED,

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.

CARRIED

The Board closed the meeting at 3:17 p.m.

By general consent the Board reconvened in open meeting at 3:27 p.m. without report.

5.2 Items for Discussion/Direction (continued)

5.2.3 ITC Plan: First Nations Engagement - Briefing

The Board suggested that Senior Indigenous Relations Advisor Elliott provide to the Board suggestions in this regard at a future meeting. Staff noted that Senior Indigenous Relations Advisor Elliott is a member of the Project Team as per the project charter approved by the ITC Board at its March 2024 meeting.

5.1 Items for Approval (continued)

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

The Board indicated that Board members can provide feedback on the Strategy directly to Communications Specialist Yawney.

The Board indicated that all other matters on the agenda not addressed at the meeting can be addressed at the next scheduled meeting.

7. NEW BUSINESS

None.

8. NEXT MEETING

Tuesday, July 23, 2024 in Victoria office Boardroom

Board Meeting from 10:00 a.m. to 12:00 p.m.

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

10. ADJOURNMENT

By general consent the meeting adjourned at 3:38 p.m.

Risa Smith, Chair

Certified Correct:

Robert Barlow, Legislative Services Clerk/Recorder

Minutes are not official until adopted at a subsequent meeting.



DRAFT

Islands Trust Conservancy Board Minutes of a Special Meeting

Date: Tuesday, June 12, 2024
Time: 10:30 a.m.
Location: Electronic Meeting

Members Present: Risa Smith, Chair
Lisa Gauvreau, Vice Chair
Charles Kahn, Trustee
Tobi Elliott, Trustee

Member Regrets: Ken Thomas, Trustee
Susan Yates, Trustee

Staff Present: Clare Frater, Director, Trust Area Services
Corlynn Strachan Administrative Assistant/Recorder
Robert Barlow, Legislative Services Clerk

1. CALL TO ORDER

Chair Smith called the meeting to order at 10:34 a.m. Trustee Gauvreau acknowledged that the meeting was held on the territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

By general consent the agenda was approved.

3. CLOSED MEETING (Distributed Under Separate Cover)

3.1 Motion to Close the Meeting

ITC-2024-033

It was **MOVED** and **SECONDED**,

that the Islands Trust Conservancy Board close the meeting to the public subject to Section 90(1)(a) of the Community Charter, Part 4, Division 3 in order to consider matters related to personal information about identifiable individuals who are being considered for a position of appointment as an officer, employee or agent of the local government and that the recorder and staff attend the meeting.

CARRIED

3.2 Recall to Order

3.3 Rise and Report

There were no items for rise and report.

4. ADJOURNMENT

By General Consent the meeting was adjourned at 11:52 a.m.

Risa Smith, Chair

Certified Correct:

Corlynn Strachan, Administrative Assistant/Recorder

Minutes are not official until adopted at a subsequent meeting.

ISLANDS TRUST CONSERVANCY BOARD

RESOLUTION WITHOUT MEETING

The following matter is considered urgent and necessary in order to submit Board appointment recommendations to the Minister before the June 15, 2024 deadline, the Islands Trust Conservancy Board will schedule a special electronic meeting, with a closed session.

RESOLUTION WITHOUT MEETING NO. ITC-RWM-2024-002

Trustees were notified, via email, of the call for resolution on June 11, 2024.

Trustees were notified, via email, of the call for the vote on June 11, 2024.

It was MOVED by Trustee Smith and SECONDED by Trustee Yates

that the Islands Trust Conservancy Board schedule a special electronic meeting, with a closed session to be held on June 12, 2024, beginning at 10:30 a.m. to review expressions of interest received for new potential Board appointments and to put forward a list of recommended candidates to the Minister of Municipal Affairs before the June 15, 2024, deadline.

<u>TRUSTEE CONTACTED</u>	<u>DATE VOTE RECEIVED</u>	<u>VOTE</u> (in favour, opposed or abstained)
1. Charles Kahn	June 11, 2024	In Favour
2. Lisa Gauvreau	June 11, 2024	In Favour
3. Tobi Elliott	June 11, 2024	In Favour
4. Risa Smith	June 11, 2024	In Favour

TRUSTEES NOT AVAILABLE

Ken Thomas and Susan Yates

FINAL VOTE COUNT (4) IN FAVOUR (0) OPPOSED

THE CHAIR DECLARED THE ABOVE NOTED RESOLUTION CARRIED IN ACCORDANCE WITH SECTION 13 OF THE *ISLANDS TRUST ACT* on June 12, 2024.

Chair's Signature

Recorder's Signature

ISLANDS TRUST CONSERVANCY BOARD
RESOLUTION WITHOUT MEETING

SUBJECT: **Islands Trust Conservancy – Executive Committee Liaison Meeting Cancellation**

RESOLUTION WITHOUT MEETING NO. **ITC-RWM-2024-003**

The following matter is considered urgent and that calling a regular or special meeting to conduct voting is impractical given the need to let Board and Executive Committee members know of the change.

It was MOVED by Trustee Gauvreau and SECONDED by Chair Smith,
THAT the Islands Trust Conservancy Board liaison meeting with the Executive Committee on July 23, 2024 be cancelled.

Trustees were notified, via email, of the call for resolution on July 09, 2024.

Trustees were notified, via email, of the call for the vote on July 09, 2024.

<u>TRUSTEE CONTACTED</u>	<u>DATE VOTE RECEIVED</u>	<u>VOTE</u> (in favour, opposed or abstained)
1. Lisa Gauvreau	July 9, 2024	In favour
2. Tobi Elliott	July 9, 2024	In favour
3. Risa Smith	July 9, 2024	In favour
4. Susan Yates	July 9, 2024	In favour
5. Charles Kahn	July 10, 2024	In favour

TRUSTEES NOT AVAILABLE

Ken Thomas

FINAL VOTE COUNT (5) IN FAVOUR (0) OPPOSED

THE CHAIR DECLARED THE ABOVE NOTED RESOLUTION CARRIED IN ACCORDANCE WITH SECTION 13 OF THE *ISLANDS TRUST ACT* on July 10, 2024.

Chair's Signature

Recorder's Signature

Follow Up Action Report

Trust Conservancy Board

25-May-2021

Progress	Activity	Responsibility	Dates	Status
0%	1 Staff to move forward with the Crystal Mountain Society proposal to register a Statutory Right of Way across Lot A on the upper ridge, in favour of Islands Trust Conservancy, to provide legal access to the eastern part of Lot A via the legal easement across neighbouring Lots B and C.	Kathryn Martell	Target: 31-Dec-2024	In Progress

18-Jul-2023

Progress	Activity	Responsibility	Dates	Status
100%	1 As directed by the Board, staff to defer the Ruby Alton Management Plan approval.	Nuala Murphy	Target: 28-May-2024	Completed

23-Jan-2024

Progress	Activity	Responsibility	Dates	Status
5%	1 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.	Carolyn Stewart Nuala Murphy	Target: 31-Mar-2025	In Progress

Follow Up Action Report

Trust Conservancy Board

28-May-2024

Progress	Activity	Responsibility	Dates	Status
100%	1 The Islands Trust Conservancy Board to 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.' This is to ensure that the Reconciliation Action Plan is informed by the current First Nation engagement for the ITC Plan.	Kate Emmings	Target: 31-May-2024	Completed
100%	2 The Islands Trust Conservancy Board to extend the Regional Conservation Plan by two years until December 2029.	Kathryn Martell	Target: 28-Jun-2024	Completed
100%	3 The Islands Trust Conservancy (ITC) Board to delay work on nature reserve management plans until it receives an approved ITC Plan from the Minister of Municipal Affairs.	Carolyn Stewart Nuala Murphy	Target: 28-Jun-2024	Completed
100%	4 Staff to refer the ITC Board approved Audited Financial Statements, for the 2023/24 fiscal year, to Islands Trust Council for information.	Carolyn Stewart Kate Emmings	Target: 31-May-2024	Completed
100%	5 Staff prioritize Goal #2 of the Regional Conservation Plan related to strengthening relationships with First Nations, and components of Goal #1 related to knowledge, information and data management of ITC properties, and components of Goal #3 related to ongoing management of ITC protected areas.	Kathryn Martell	Target: 05-Jul-2024	Completed
0%	6 Staff to develop communication materials for stakeholders and the public with regards to the updated ITC work plan and rationale for prioritization of elements of the Regional Conservation Plan (2017-2029).	Micaela Yawney	Target: 05-Jul-2024	In Progress

Follow Up Action Report

Trust Conservancy Board

28-May-2024

Progress	Activity	Responsibility	Dates	Status
100%	7 Staff to submit the amended text for approval by Trust Council and submission to the Minister of Municipal Affairs as part of the Islands Trust Annual Report.	Micaela Yawney	Target: 31-May-2024	Completed
85%	8 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.	Carolyn Stewart Clare Frater	Target: 28-Jun-2024	In Progress
100%	9 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.	Carolyn Stewart Kate Emmings	Target: 31-May-2024	Completed
5%	10 Staff to continue work on risk Assessment Policy through a phased approach as follows: Phase 1: Public safety approach as a priority which would include the role of signage as well as tree removal and live tree management with reference to the BC Occupier Liabilities Act. Phase 2: Identification of properties that would benefit from a core policy of conservation and an environmental management approach.	Carolyn Stewart Nuala Murphy	Target: 31-Mar-2025	In Progress



REQUEST FOR DECISION

To: ITC Board **For the Meeting of:** July 23, 2024
From: Staff **Date Prepared:** July 2, 2024
SUBJECT: Freedom of Information and Protection of Privacy Bylaw No. 4, 2024

RECOMMENDATION:

1. That Islands Trust Conservancy Bylaw No. 4, cited as “Freedom of Information and Protection of Privacy Bylaw No. 4, 2024”, be read a first time.
 2. That Islands Trust Conservancy Bylaw No. 4, cited as “Freedom of Information and Protection of Privacy Bylaw No. 4, 2024”, be read a second time.
 3. That Islands Trust Conservancy Bylaw No. 4, cited as “Freedom of Information and Protection of Privacy Bylaw No. 4, 2024”, be read a third time.
 4. That Islands Trust Conservancy Board rescind Islands Trust Conservancy Policies 3.8 and 3.9 as they are now redundant.
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1 PURPOSE:

To provide details for processing Freedom of Information requests and ensure Protection of Privacy and to bring the Islands Trust Conservancy to the same standard as other Islands Trust entities.

2 BACKGROUND:

Section 77(a) of the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, 165, as amended (the “Act”), gives the Islands Trust Conservancy the authority to designate a person as the head of the Islands Trust Conservancy for the purposes of the Act.

Section 77(c) of the Act gives the Islands Trust Conservancy the authority to set any fees the Islands Trust Conservancy requires to be paid under section 75 of the Act.

Bylaw No. 4 sets out the details related to these authorities, as they relate to Islands Trust Conservancy activities. Bylaw No. 4 is consistent with Provincial legislation and supersedes two previously approved policies, 3.8 Freedom of Information and Protection of Privacy Policy and 3.9 Freedom of Information and Protection of Privacy Policy – Designation of Head & Fees.

3 IMPLICATIONS OF RECOMMENDATION:

ORGANIZATIONAL: The bylaw sets out necessary definitions, interpretations, policies and fees. The bylaw has been developed in association with David Marlor, Director of Legislative Services.

FINANCIAL: There are no financial implications associated with enacting this bylaw. The fees in the bylaw will be charged for future Freedom of Information requests.

POLICY: The bylaw is complementary to existing Freedom of Information and Protection of Privacy policy of the Islands Trust Conservancy. It updates policy 3.9 Freedom of Information and Protection of Privacy Policy – Designation of Head & Fees

IMPLEMENTATION/COMMUNICATIONS: This bylaw will be used to process future Freedom of Information requests.

FIRST NATIONS: There are no specific implications related to First Nations initiatives.

CLIMATE CHANGE: There are no specific implications related to Climate Change initiatives.

4 RELEVANT POLICIES:

In 2018, the Islands Trust Conservancy approved:

- 3.7 Freedom of Information and Protection of Privacy – Routinely Released Information Policy
- 3.8 Freedom of Information and Protection of Privacy Policy
- 3.9 Freedom of Information and Protection of Privacy Policy – Designation of Head & Fees, and
- 94006 Freedom of Information and Protection of Privacy – Procedure For Processing a Formal Information Access Request

5 ATTACHMENT:

1. Proposed Islands Trust Conservancy Freedom of Information and Protection of Privacy Bylaw No. 4, 2024.

RESPONSE OPTIONS

Recommendation:

1. That Islands Trust Conservancy Bylaw No. 4, cited as “Freedom of Information and Protection of Privacy Bylaw No. 4, 2024”, be read a first time.
2. That Islands Trust Conservancy Bylaw No. 4, cited as “Freedom of Information and Protection of Privacy Bylaw No. 4, 2024”, be read a second time.
3. That Islands Trust Conservancy Bylaw No. 4, cited as “Freedom of Information and Protection of Privacy Bylaw No. 4, 2024”, be read a third time.
4. That Islands Trust Conservancy Board rescind Islands Trust Conservancy Policies 3.8 and 3.9 as they are now redundant.

Alternatives: That the Islands Trust Conservancy Board return Freedom of Information and Protection of Privacy Bylaw No. 4 to staff for amendment, as identified by the Board.

Prepared By: Carolyn Stewart, Manager, ITC July 2, 2024

Reviewed By: David Marlор, Director, Legislative Services July 4, 2024
Clare Frater, Director, Trust Area Services July 5, 2024

**ISLANDS TRUST CONSERVANCY
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY
BYLAW NO. 4**

A Bylaw to designate the head of the Islands Trust Conservancy for the purposes of, and to set fees under, the
Freedom of Information and Protection of Privacy Act, RSBC 1996, c. 165.

GIVEN THAT:

- A. Section 77(a) of the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, as amended (the "Act"), gives the Islands Trust Conservancy the authority to designate a person as the head of the Islands Trust Conservancy for the purposes of the Act, and
- B. Section 77(c) of the Act gives the Islands Trust Conservancy the authority to set any fees the Islands Trust Conservancy requires to be paid under section 75 of the Act,

THE ISLANDS TRUST CONSERVANCY ENACTS AS FOLLOWS:

Citation

- 1. This bylaw may be cited as "Islands Trust Conservancy Freedom of Information and Protection of Privacy Bylaw No. 4, 2024".

Definitions and Interpretation

- 2. In this Bylaw:

"Act"	means the <i>Freedom of Information and Protection of Privacy Act</i> , RSBC 1996, Chapter 165, as amended.
"Commercial Applicant"	means a person who makes a request for access to a record to obtain information for use in connection with a trade, business, profession or other venture for profit.
"Head"	means the person designated under Section 3 of this Bylaw as the head of the of the Islands Trust Conservancy for the purposes of the Act.
"Request"	means a request for information under Section 5 of the Act.
"Records"	includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records.

Designation of Head

- 3. The person from time to time appointed to the position of Secretary of the Islands Trust is designated as the Head of the Islands Trust Conservancy for the purposes of the Act.
- 4. The person from time to time appointed to the position of Deputy Secretary of the Islands Trust and the person from time to time appointed to the position of Deputy Treasurer of the Islands Trust, each are authorized to perform any duty or exercise any function of the Head who is designated under Section 3.

Policies and Procedures

- 5. The Heads authorized to perform the duties of the Head shall operate in accordance with the Act and the Freedom of Information and Protection of Privacy policies, guidelines, and procedures, as set by the Islands Trust Council from time to time.

Fees

- 6. The fees that are payable by applicants under the Act are those set out in Schedule A to this bylaw.

Interpretation

- 7. Any word or expression used in this bylaw that is not defined in this bylaw has the meaning given to it in the Act on the date of final adoption of this bylaw.

READ A FIRST TIME THIS	23 rd	DAY OF	JULY	2024.
READ A SECOND TIME THIS	23 rd	DAY OF	JULY	2024.
READ A THIRD TIME THIS	23 rd	DAY OF	JULY	2024.
APPROVED BY THE ISLANDS TRUST CONSERVANCY BOARD THIS	23 rd	DAY OF	JULY	2024.
ADOPTED THIS	23 rd	DAY OF	JULY	2024.

CHAIR

SECRETARY

**Islands Trust Conservancy
Freedom of Information and Protection of Privacy
Bylaw No. 4 - Schedule 'A'**

Schedule of Maximum Fees

Item	Description of Services		Fees		
1	(a)	Application Fee	\$10.00 (non-refundable)		
	(b)	An applicant's request for his/her own personal information is not subject to any fees.			
2	For applicants other than commercial applicants:				
	(a)	for locating and retrieving a record	\$7.50 per ¼ hour after the first 3 hours		
	(b)	for producing a record manually	\$7.50 per ¼ hour		
	(c)	for producing a record from a machine readable record from a server or computer	\$7.50 per ¼ hour for developing a computer program to produce the record		
	(d)	for preparing a record for disclosure and handling a record	\$7.50 per ¼ hour		
	(e)	for shipping copies	actual costs of shipping method chosen by applicant		
	(f)	for copying records			
		(i)	floppy disks	\$2 per disk	
		(ii)	CDs and DVDs, recordable or rewritable	\$4 per disk	
		(iii)	computer tapes	\$40 per tape, up to 2 400 feet	
		(iv)	microfiche	\$3 per fiche	
		(v)	microfilm duplication	\$25 per roll for 16mm microfilm \$40 per roll for 35mm microfilm	
		(vi)	microfiche or microfilm to paper duplication	\$0.50 per page (8.5" x 11")	
		(vii)	photographs, colour or black and white	\$5 to produce a negative \$12 each for 16" x 20" photograph \$9 each for 11" x 14" photograph \$4 each for 8" x 10" photograph \$3 each for 5" x 7" photograph	
			(viii)	photographic print of textual, graphic or cartographic record, black and white	\$12.50 each (8" x 10")
			(ix)	dot matrix, ink jet, laser print or photocopy, black and white	\$0.25 per page (8.5" x 11", 8.5" x 14" or 11" x 17")
	(x)		dot matrix, ink jet, laser print or photocopy, colour	\$1.65 per page (8.5" x 11", 8.5" x 14" or 11" x 17")	

				17")
		(xi)	scanned electronic copy of a paper record	\$0.10 per page
		(xii)	photomechanical reproduction of 105 mm cartographic record/plan	\$3 each
		(xiii)	slide duplication	\$0.95 each
		(xiv)	audio cassette tape (90 minutes or fewer) duplication	\$5 per cassette plus \$7 per ¼ hour of recording
		(xv)	video cassette recorder (VHS) tape (120 minutes or fewer) duplication	\$5 per cassette plus \$7 per ¼ hour of recording
3	For commercial applicants for each service listed in Item 2			the actual cost to the public body of providing that service



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

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

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

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



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 • 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 • 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

	and which are private? Why? • 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: ITC Board

For the Meeting of: July 23, 2024

From: Staff

Date Prepared: June 13, 2024

SUBJECT: Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP)
Terms of Reference and Statement of Cooperation Endorsement

RECOMMENDATIONS:

That the Islands Trust Conservancy Board endorse the Coastal Douglas-fir and Associated Ecosystem Conservation Partnership (CDFCP) revised Terms of Reference and Statement of Cooperation and direct the Chair to sign the Statement of Cooperation on behalf of the Islands Trust Conservancy.

That the Islands Trust Conservancy Board continues to endorse the participation of staff on the CDFCP steering committee and/or working groups as authorized by the Islands Trust Conservancy Manager.

1 PURPOSE: Continued ITC Board endorsement of and meaningful participation in the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership.

2 BACKGROUND:

The [Coastal Douglas-fir and Associated Ecosystems Conservation Partnership](#) (CDFCP) was formed in 2012 to be a forum for a strategic and collaborative approach to conservation of species and ecosystems in the Coastal Douglas-fir (CDF) biogeoclimatic zone in BC. Its partners include local governments, land trusts, and forestry professionals, including woodlot owners, working to identify shared priorities, reduce duplication of effort, share resources and information, and take conservation action.

Approximately 25% of the Coastal Douglas-fir biogeoclimatic zone¹ (CDF) is within the Islands Trust Area, and almost all of the Islands Trust Area is within the CDF; the remaining areas of the Islands Trust Area are within the Coastal Western Hemlock (CWH) very dry maritime subzone² (CWHxm). The CDFCP's area of interest also includes areas within the CWHxm because of the transitional area between the two biogeoclimatic units, the anticipated changes in boundaries due to the effects of climate change, and in many areas, similar levels of loss and fragmentation to that of the CDF. Therefore, the CDFCP's area of interest overlaps with almost all of the Islands Trust Area and includes lands in every Local Trust Area (see Image 1 on page 3 of the Terms of Reference, attached).

The Board of the Islands Trust Fund (now Islands Trust Conservancy) signed on to the CDFCP at its January 2013 meeting:

TFB# 13/1338

It was MOVED and SECONDED,

¹ It is more correctly the Coastal Douglas-fir moist maritime subzone however, since there are no other subzones within the CDF zone, for convenience it is referred to simply as the CDF zone.

² The CWH occurs in the Islands Trust Area in Howe Sound and at higher elevations on Salt Spring Island.

that the Trust Fund Board endorse the Coastal Douglas-fir and Associated Ecosystem Conservation Partnership (CDFCP) Terms of Reference and Statement of Cooperation and direct the Chair to sign the Statement of Cooperation on behalf of the Trust Fund Board; and,

That the Trust Fund Board endorse the participation of staff on the CDFCP Steering Committee and/or working groups as authorized by the Islands Trust Fund Manager.

The CDFCP has revised its Terms of Reference and the Statement of Cooperation (both attached) to more appropriately include the role of First Nations' stewardship in creating and tending regional ecosystems and biodiversity, to better define the role of the Chair and other members, and to clarify operating policies and procedures and decision-making process. The Steering Committee has requested that organizations renew their partnership by signing the revised Statement of Cooperation.

ITC staff have been involved with CDFCP since its inception, participating in the Steering Committee and various working groups. A joint conservation modelling exercise in 2015 contributed significantly to development of the current ITC Regional Conservation Plan and current CDFCP projects, including the Biodiversity Mapping Project, directly support ITC goals and initiatives. Currently the Ecosystem Protection Specialist (EPS) is a member of the CDFCP Steering Committee and the Species at Risk Program Coordinator (SAPPC) participates in the Coastal Oak and Prairie Working Group. Manager Emmings was a member of the CDFCP Securement Working Group until her departure in June 2024. ITC staff believe that active participation in the CDFCP partnership helps ensure that the conservation work we do contributes towards a regional approach to land protection and ecosystem health.

3 IMPLICATIONS OF RECOMMENDATION:

ORGANIZATIONAL: There is minimal commitment required from staff and the Board to participate in the CDFCP as a partner. The Steering Committee currently meets for 2-3 hours monthly, and the EPS provides an additional ~4 hours / month. Manager Emmings' and the SARPC's participation in the Securement Committee and the Coastal Oak and Prairie Working Group, respectively, require less time commitment (a meeting every few months).

FINANCIAL: None.

POLICY: Participation in the CDFCP is consistent with policy. Involvement in the partnership aligns with the Regional Conservation Plan, particularly objectives under *Goal 1: Identify, investigate and communicate about important natural areas to generate action on conservation priorities* and under *Goal 4: Continue to build internal and shared organizational strength and resilience to ensure long-term nature conservation in the Islands Trust Area.*

IMPLEMENTATION/COMMUNICATIONS: Staff will provide the digital signature of the Chair to the CDFCP for the final Statement of Cooperation and will express interest in continued participation on the steering committee and/or working groups as approved by the ITC Manager.

FIRST NATIONS: The CDFCP Steering Committee has worked with local First Nations organizations to explicitly recognize rights and responsibilities in regional ecosystems, and to recruit First Nations partners and members in committees and working groups. This is complementary to ITC's efforts to move forward on the *ITC Reconciliation Declaration*.

CLIMATE CHANGE: Effective protection, restoration, and stewardship of CDF ecosystems is imperative to conserve biodiversity and human communities in our region. The CDFCP's projects contribute to regional mitigation and adaptation initiatives.

OTHER:

- In March 2013, the Trust Fund Board reported to Islands Trust Executive Committee on the development of the CDFCP and Islands Trust Fund's involvement. Trust Council endorsed the CDFCP and signed the Statement of Cooperation in March 2013. CDFCP has not yet approached Trust Council to request that they confirm their participation in the partnership.
- The CDFCP has received Trust Council secretariat funding support (between \$800 and \$3,000) each fiscal year from 2021/22 to the current fiscal year.

4 RELEVANT POLICY(S):

[3.3 Relationships with External Groups Policy](#)

5 ATTACHMENTS:

- Coastal Douglas-fir and Associated Ecosystems Conservation Partnership Terms of Reference, July 2024
- Coastal Douglas-fir and Associated Ecosystems Conservation Statement of Cooperation, January 2024
- Summary of current CDFCP projects, July 2024

RESPONSE OPTIONS

Recommendations:

That the Islands Trust Conservancy Board endorse the Coastal Douglas-fir and Associated Ecosystem Conservation Partnership (CDFCP) revised Terms of Reference and Statement of Cooperation and direct the Chair to sign the Statement of Cooperation on behalf of the Islands Trust Conservancy.

That the Islands Trust Conservancy Board continues to endorse the participation of staff on the CDFCP steering committee and/or working groups as authorized by the Islands Trust Conservancy Manager.

Alternatives:

- 1) That the ITC Board not endorse the CDFCP.
- 2) That the ITC Board endorse the CDFCP but refrain from participating on the steering committee and/or working groups.

Prepared By: Kathryn Martell, Ecosystem Protection Specialist

Reviewed By / Date: Carolyn Stewart July 8, 2024



CDFCP Terms of Reference

1 Background

The Coastal Douglas-fir moist maritime biogeoclimatic subzone (CDFmm) in Canada is located within the territories of Coast Salish peoples. It is the smallest and most at-risk biogeoclimatic zone in BC and is of conservation concern (Biodiversity BC, 2008). The diversity of this zone is due to its unique set of biophysical conditions and the generations of stewardship provided by Indigenous Peoples.

The CDFmm is home to a high number of species and ecosystems at risk in BC, many of which are ranked globally as imperiled or critically imperiled (BC CDC, 2024¹). The species in the CDFmm are also of high cultural importance providing food, medicine, wellbeing and shelter. First Nations stewardship of the land and water has influenced the range of the species and ecosystems present, and traditional knowledge is key to effective conservation.

The CDFmm has been significantly altered by human activities including agriculture, forestry and urbanisation. Less than 1% of the CDFmm remains in old growth forests (Madrone, 2008) and at least 49% of the land base has been permanently converted by human activities (Hectares BC, 2010). The trend of deforestation and urbanization continues and has resulted in a natural area that is now highly fragmented with continuing threats to remaining natural systems. Approximately 11% of the CDFmm protected places means that the ecological integrity of the CDFmm subzone is at high risk (Holt, 2007).

In response to complaints to the Forest Practices Board related to logging of endangered plant communities on Crown Land in the CDFmm subzone, the province of BC released its CDF Conservation Strategy in 2008. Along with the protection of an additional 1600 ha of CDFmm under a Land Use Order (BC Integrated Land Management Bureau, 2010) and completion of terrestrial ecosystem mapping for 80% of the subzone (excluding CDFmm in Lower Mainland), the strategy included a commitment to raise awareness and promote CDFmm stewardship to private landowners, local governments, and environmental non-government organizations (ENGOS). Since 2010 the province hosted a series of workshops to both share information and solicit ideas on how to better address CDF conservation issues.

One of the highest priority recommendations, from the feedback received at the workshops since 2010, was related to the need for a more strategic and collaborative approach amongst those working on CDFmm conservation issues to identify shared priorities, reduce duplication of effort and share resources and information. Another recommendation was to include the adjacent Eastern Very Dry Maritime Coastal Western Hemlock (CWHxm1) subzone variant in the discussion because of the transitional area between these two biogeoclimatic units, the anticipated changes in boundaries because of climate change, and in many areas, similar levels of loss and fragmentation to that of the

¹ BC CDC Species and Ecosystem Explorer (Accessed May 2024) – In the CDFmm - 222 red and blue provincially listed species and 46 red and blue provincially listed ecosystems



CDFmm. A key difference between the CWHxm1 and the CDFmm is that the CWHxm1 has a broader geographical range in BC.

This Terms of Reference (TOR) defines the Coastal Douglas-fir Conservation Partnership's (CDFCP) purpose, geographic scope, roles and responsibilities, operating policies and procedures and decision-making process. The Conservation Strategy (separate document) defines the objectives of the CDFCP.

1.1 Purpose

The CDFCP is a collaboration of agencies, organizations and land managers who are interested in promoting and protecting healthy Coastal Douglas-fir and Associated Ecosystems (CDFAE) into the future. Land trusts, governments (federal, provincial, regional, municipal, and First Nations), environmental stewardship groups, resource industry professionals, private landowners and academic institutions are encouraged to become CDFCP Participants or Supporters.

The CDFCP is led by a Steering Committee and supported by a series of Working Groups focused on different aspects of the CDFCP goals. The CDFCP provides a forum for collaboration, communication and action to effectively protect and steward Coastal Douglas-fir and Associated Ecosystems.

The CDFCP's **mission** is:

To promote the conservation and stewardship of the Coastal Douglas-fir and Associated Ecosystems in south-western British Columbia through sound science, shared information, supportive policies, and community education.

The CDFCP's **vision** for the Coastal Douglas-fir and Associated Ecosystems is:

By 2045:

Coastal Douglas-fir and Associated Ecosystems have ecological integrity and resilience to climate change. A system of core protected areas is actively managed to provide habitat for native species and places to learn about the importance of healthy ecosystems. Working landscapes are actively managed to enhance their ecosystem values, while also supporting jobs and economic development opportunities. The public and land managers understand that Coastal Douglas-fir and Associated Ecosystems are special places that merit support and investment.

The CDFCP has set three core goals for working towards a vision of ecological integrity for Coastal Douglas-fir and Associated Ecosystems (CDFAE) as identified in the Conservation Strategy. Three strategies reflect the broad approaches the CDFCP will use in achieving these goals.



Goals:

1. CDFAE values (including species and ecosystems at risk) are incorporated into local and regional policy and planning processes and integrated into nature-based solutions for climate change mitigation and adaptation.
2. Additional protection and stewardship of CDFAE is secured.
3. CDFCP capacity to deliver the above goals is enhanced and sustained.

Strategies:

- a) Encourage incorporation of science and traditional ecological knowledge into land-use planning, securement and stewardship.
- b) Build effective partnerships among conservation groups, government, First Nations, universities and funders.
- c) Increase awareness and support for CDFAE conservation and nature-based climate solutions.

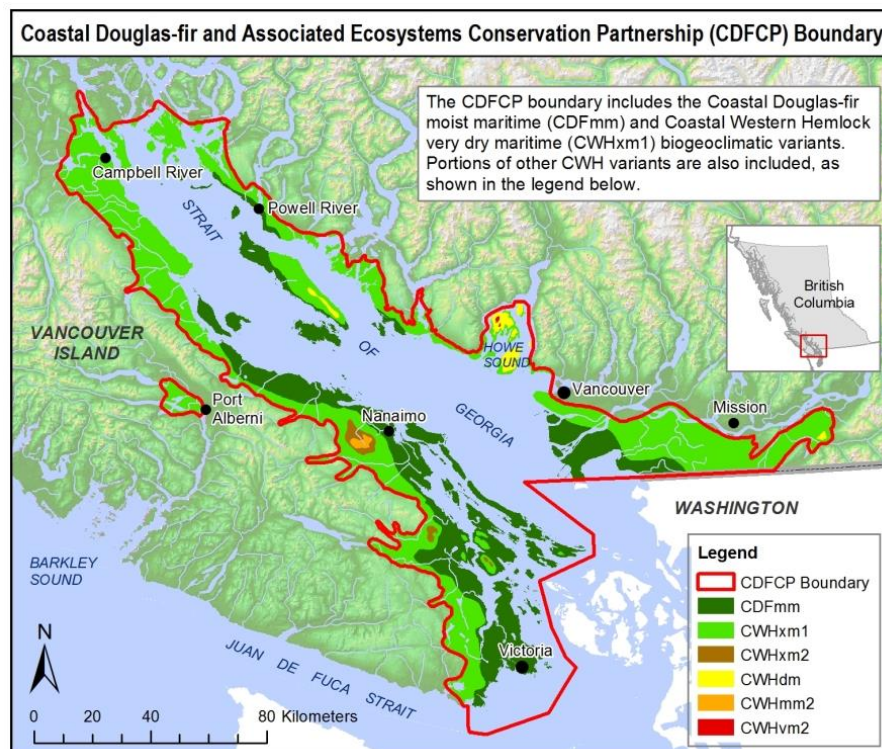


Image 1 The CDFCP's working area, including the CDFmm and CWHxm1 biogeoclimatic subzone variants.

1.2 Charitable Status

The CDFCP is not a registered charity. To be able to receive funding, hold contracts and employ staff, the CDFCP works with a third-party organisation holding charitable status.



2 Operating Policies and Procedures

2.1 Meetings

Regular meetings of the Steering Committee will occur virtually (e.g., by Zoom), once per month. Annual in-person meetings will occur when possible to do so.

- Decisions will be made through consensus of CDFCP Steering Committee members (refer to Section 2.2).
- Meeting dates will be established by poll each month to maximise attendance.
- Other meeting dates are at the call of the Chair or Co-Chair(s).

Members who are unable to attend can be represented by an alternate or can provide their written input prior to a meeting.

Subject matter experts or community representatives may be invited to attend specific meetings where their input would be of benefit.

2.2 Decision-making

To make a decision, 50% of the Steering Committee must be present.

Decisions will be made through consensus as much as possible.

If decision-making by consensus cannot be achieved, quorum for the decisions of the Steering Committee will be 50%+1 of Steering Committee members present at the meeting.

Steering Committee members will be mindful and make best efforts to act in accordance with the Ground Rules (refer to Section 2.3).

2.3 Ground Rules

Steering Committee members will:

- attend a minimum of 50% of all Steering Committee meetings annually.
- review agendas in advance and arrive well prepared to discuss issues.
- recognize concerns and interests of others, whether or not they agree with them.
- share discussion time, encourage full participation and search for common understanding.
- state their own views clearly, listen carefully to others, and explore issues fully before forming conclusions.
- work in a spirit of collective problem solving.
- communicate with respect and courtesy – no interrupting or side conversations.
- strive to reach consensus.
- support delivery of the Vision, Goals and Strategies of the CDFCP Conservation Strategy.



2.4 Communications outside CDFCP

A spokesperson or spokespersons chosen by the Steering Committee may communicate on behalf of the CDFCP for the purposes of advancing a plan or strategy endorsed by the CDFCP. In the absence of a plan or strategy, the spokesperson(s) may communicate on behalf of the CDFCP to provide support for conservation initiatives occurring within CDFAE.

Members can promote the CDFCP but may not communicate on behalf of the CDFCP without the approval of the Steering Committee. CDFCP members will not use their participation in the CDFCP to advance their own interests without first consulting and receiving approval of the Steering Committee.

2.5 Funding

Funding will be sought through contributions from the CDFCP Steering Committee Member Organisations and through competitive funding application processes.

The CDFCP Steering Committee will exist independently of operating and project funding. Where funds are sought, they will support objectives outlined in the CDFCP's Conservation Strategy. Where synergies exist, the CDFCP will endeavour to seek funds that will also support its members.

3 CDFCP Composition, Roles and Responsibilities

3.1 Members:

The CDFCP will be an affiliation of a broad range of stakeholders who share a common focus on CDFAE conservation. It includes agencies and individuals that are interested in promoting and protecting healthy CDFAE into the future. Land trusts, government (federal, provincial, regional, municipal), environmental stewardship groups, resource industry professionals, First Nations governments and agencies, private landowners and academic institutions are encouraged to become CDFCP Members and are invited to participate in related working groups.

3.2 Steering Committee:

The Steering Committee will consist of up to 12 people, preferably with at least one member representing each of the sectors listed below. The Steering Committee will be responsible for developing and implementing the CDFCP Conservation Strategy and will provide a forum for decision making. The Steering Committee will be responsible for the day-to-day management of the CDFCP as well as establishing Working Groups and will provide direction to them.

Ideally, the Steering Committee will in part consist of a Chair and/or Co-Chairs preferably from one of the various Working Groups. The Steering Committee and the CDFCP will have no regulatory authority but will provide leadership, strategic guidance and assistance to members through potential activities such as:

- Guiding development and implementation of plans and/or strategies.
- Recommending priorities.



- Engaging and providing advice to governments, First Nations governments and agencies and local stakeholders.
- Securing funding where required.
- Providing and accessing specialized expertise.
- Facilitating the collection and dissemination of data, information and knowledge.
- Facilitating public outreach and education.
- Supervising and directing the CDFCP Coordinator and/or Program Manager (or other similar positions).

The potential composition of CDFCP Steering Committee (may be more than one representative per sector):

- First Nation
- Local, provincial and federal government
- ENGO
- Resource Sector
- Academia
- Private Landowner

First Nations representatives will be paid an honorarium for their attendance and contributions to the Steering Committee, when funding is available.

The remaining members of the CDFCP Steering Committee participate on a voluntary basis and are not typically financially compensated for their time by the partnership. The time donated by Steering Committee members, and their associated organizations, is used as match funding.

Advisors to the Steering Committee are individuals associated with CDFAE who contribute guidance to the work of the CDFCP, but are not Steering Committee members.

Payment for work completed by a Steering Committee member can occur if they undertake an activity that is:

- above and beyond standard contributions to the Steering Committee;
- not funded by their affiliated organization;
- will not be undertaken by another member of the Steering Committee and their affiliated organization;
- funding is available and pre-approved by the Steering Committee; and
- would be considered an activity that the Steering Committee would pay a third party to deliver.

The CDFCP Steering Committee must pre-approve a payment to a Steering Committee member (refer to Section 2.2), in the absence of the affected member of the Committee. Payment will be equivalent to or less than that paid to an equivalent third party (e.g., consultant), and the rate of payment will be approved by the Steering Committee in accordance with Section 2.2. Steering Committee members may



be reimbursed for travel costs when attending in-person meetings or workshops if funds are available. The time provided by the members will be used, where appropriate, as time in-kind for funding applications.

Representatives from member organisations can change in response to their organisation's needs. The representative will inform the CDFCP Chair and Program Manager / Coordinator in advance of the change and provide the new representative's contact information.

New members need to be approved by the Steering Committee before an invitation is extended by any member. As indicated within the Section 2.2 Decision Making, new members will be invited to join the Steering Committee if consensus is reached.

There is no limit on the time that a member can be part of the Steering Committee.

Removal of a member or member organisation may occur:

- If a member or member organisation publicly contradicts the objectives of the CDFCP Conservation Strategy; or
- If a member's actions are considered to be threatening, disrespectful or demeaning to other members of the Steering Committee or to other persons while working as a representative of the CDFCP; or
- If a member is unable to fulfil the Ground Rules expectations as identified under Section 2.3

The removal of a member or member organization would require consensus of the Steering Committee.

3.3 CDFCP Steering Committee Chair

The role of the Chair will be to:

- Ensure that all Steering Committee Members get an opportunity to express their opinion and share knowledge at Steering Committee Meetings.
- Ensure that decisions are made by consensus, where possible.
- Provide guidance/support to the CDFCP Coordinator/Program Manager (or similar positions) and any project specific contractors to ensure their work remains aligned with the CDFCP Conservation Strategy and project specific work plans.
- Seek opportunities to promote the work of the CDFCP.
- Feed into the development of funding applications and subsequent work planning.

The Chair is a voluntary role and the time they spend supporting the objectives of the Partnership is not financially compensated for by the Partnership. It is estimated that this role takes 1 hour per week.

The term of the Chair of the Steering Committee is a maximum of three years and the Chair will then be replaced by the Co-Chair.



3.4 CDFCP Steering Committee Co-Chair

The intent of the Co-Chair is to support the current Chair in preparation of becoming the Chair once their tenure ends (max 3 years) or commitments require a change.

The role will include:

- Attendance at meetings as the Chair's representative.
- Supporting the CDFCP Coordinator / Program Manager (or similar positions), as required.
- Seeking opportunities to promote the work of the CDFCP.
- Feed into the development of funding applications and subsequent work planning.

The Co-Chair is a voluntary role and the time they spend supporting the objectives of the Partnership is not financially compensated for by the partnership. It is estimated that this role takes 1 hour per week.

The Co-Chair will replace the Chair of the Steering Committee following their three-year term.

The Co-Chair is identified from within the Steering Committee. Volunteers will be requested and through consensus the Co-Chair will be identified.

3.5 Funding Dependent Roles

The following roles are dependent on the availability of funding. Therefore, their title, roles and responsibilities will evolve with the Partnership.

3.5.1 CDFCP Coordinator

The CDFCP Coordinator is responsible for:

1. Coordinating meetings for the:
 - CDFCP Steering Committee.
 - CDFCP Working Groups.
2. Coordinating communications materials with direction and input from the Steering Committee.
3. Acting as a flow-through for information dissemination to CDFCP Participants and Supporters.
4. Other activities outlined in the CDFCP Coordinator job description.

The role of the Coordinator is paid, and therefore exists while there is available funding. The Coordinator will be employed through a third party, either for the duration of funding or on an annual basis if funding extends beyond one year.

The Coordinator will be appointed through a competitive recruitment process supported by the third-party employer. A minimum of two Steering Committee members will review applications and form the interview panel. The interview panel (2x Steering Committee plus third party) will reach a consensus on whom to employ.

The Coordinator can be self-employed or work as an employee of the third party, if the third party is able to provide that service.



The CDFCP Coordinator will report directly to the Chair(s) of the Steering Committee and/or the Program Manager, if someone holds this position.

3.5.2 CDFCP Program Manager

The CDFCP Program Manager is responsible for:

- The management of projects funded by member organisations of the CDFCP and external funders (financial, administrative, contracts and personnel).
- Relationship building with local governments, First Nations governments and agencies and other organisations undertaking work that is complementary to that being delivered by the CDFCP.
- Identification of additional funding opportunities ideally with members, where working together can lead to enhanced outcomes.
- Promotion of the work that is being undertaken by the CDFCP.

The role of the Program Manager is paid, and therefore exists while there is available funding. The Program Manager will be employed through a third party, either for the duration of funding or on an annual basis if funding extends beyond one year.

The Program Manager will be appointed through a competitive recruitment process supported by the third-party employer. A minimum of two Steering Committee members will review applications and form the interview panel. The interview panel (2x Steering Committee plus third party) will reach a consensus on whom to employ.

The Program Manager can be self employed or work as an employee of the third party, if the third party is able to provide that service.

The Program Manager will report directly to the Chair(s) of the Steering Committee.

3.6 Working Groups:

Working Groups will be established when the Steering Committee identifies an area of action that would benefit from wider collaboration than offered by the Steering Committee members. To enable strategic action the Working Group may develop a Work Plan/Action Plan. Working groups will select a Chair or Co-Chair who will be responsible for guiding the group to carry out identified priority tasks and report back to the Steering Committee.

Current Working Groups include:

Securement Working Group

The Securement Working Group (SWG) consists of land trust and government representatives who collaborate on land securement priorities for CDFAE and methods for land securement including conservation covenants, land donations, eco-gifts, land acquisition, Crown Land securement and other voluntary conservation methods.



Coastal Oak and Prairie Working Group

The Coastal Oak and Prairie Working Group brings together government organisations, First Nations governments and agencies and ENGOs who own or managed land that includes Garry oak and its Associated Ecosystems. The purpose of the group is to deliver enhanced protection of these ecosystems by working together. This group formed in 2022 and the Terms of Reference/Work Plan/Common Understanding for this group is in development.

3.7 Contractors

Funding applications may include the use of specialist contractors. The appointment of contractors will be through the third-party organisation working with the CDFCP. All contracts will be time limited, and none will exceed one year, unless directed by the CDFCP Steering Committee. The CDFCP Coordinator / Program Manager will specify the scope of works for the contractor and review all contracts drafted by the third party.



Statement of Cooperation

The Coastal Douglas-fir Conservation Partnership (CDFCP) was formed in recognition of the benefits of strategic and collaborative approaches to conservation in Coastal Douglas-fir and associated ecosystems. The CDFCP acts currently as a collaboration of agencies, organizations and land managers interested in promoting the integrity and health of Coastal Douglas-fir and associated ecosystems into the future.

Since time immemorial, First Nations have held, and continue to hold, significant cultural knowledge, rights and title, responsibilities and relationships to their traditional territories. The CDFCP acknowledges that Coastal Douglas-fir and associated ecosystems are situated in the unceded territories of 63 First Nations. First Nations leadership and participation are key to its effective conservation. We believe that by working together through shared stewardship, we can identify and reach our shared conservation goals. The [CDFCP Conservation Strategy](#) outlines the vision, goals, objectives and actions that will guide our work. It represents a collective step towards protecting the Coastal Douglas-Fir and Associated Ecosystems (CDFAE) for generations to come.

This *Statement of Cooperation* provides a framework of values and commitments for collaboration amongst CDFCP members. The CDFCP values transparency, accountability, and translating commitments into action. Our activities are guided by relationship-building, research, evaluation, and ongoing learning. We welcome feedback from current and prospective CDFCP members that may improve our ongoing practices, including the wording of this statement.

1. Protecting CDFAE is a collective responsibility.

We respect diverse ways of knowing that include both western scientific and First Nations knowledge systems. We will engage in multi-disciplinary, multi-government and multi-agency collaboration and intend to engage and unite the unique knowledge sets, skills, capacities and resources of all our members.

2. First Nations are integral to the conservation and stewardship of CDFAE.

We acknowledge Indigenous rights and title and will seek to integrate Indigenous priorities and responsibilities in our work.

3. Biodiversity is worth protecting.

Biodiversity includes ecosystems, species and genetic variability and the interactions among them. It holds inherent cultural teachings, knowledge, values, and practices. Protecting biodiversity also protects social and economic values. Governments, Non-Government Organizations (NGOs) and Indigenous Governments, communities and other organizations have made commitments to conserve biological diversity. We are committed to its conservation for future generations.

4. CDFAE are unique and special.

CDFAE are unique assemblages of species and ecosystems of incredibly rich biological, ecological and cultural diversity, that do not occur elsewhere in Canada. This diversity has international significance because of its limited range in North America, and the high number of species and ecosystems at risk. This area is also home to an increasing human population drawn by the quality of life and the mildest climate in Canada. It supports a wide range of human uses, including agricultural, forestry, mining, recreation,

tourism and cultural activities. Colonial land grants have resulted in most of the region being held in private land ownership, making biodiversity conservation a shared responsibility. We are committed to protecting CDFAE for their unique gifts.

5. The future integrity of CDFAE is threatened.

Although the region's economic wealth has long been based on its abundant natural resources, many of these activities have harmed Indigenous communities and the ecological integrity of CDFAE. Climate change, human induced land conversion and other human activities continue to threaten the unique cultural and ecological elements of CDFAE. We will not take the future health of CDFAE for granted.

6. It is not too late to secure the ecological integrity of CDFAE for future generations.

Governments (First Nations, local, provincial and federal), NGOs, community groups and individuals are aware of the many conservation issues facing CDFAE and recognize the need to conserve these special ecosystems. There is adequate scientific information and cultural knowledge to make informed decisions. We are strongly committed to cooperation and partnership for the conservation of CDFAE.

7. We will amplify collective progress made to date.

Many programs and initiatives have conserved land that contain CDFAE, implemented successful stewardship projects, created conservation plans, produced research results and an array of informative publications. In our efforts to work closely together for the future of CDFAE, we will build on the conservation activities and working relationships that have already been established in the CDFCP program area.

Guided by the values and commitments set out in this Statement of Cooperation, we aim to collectively work towards practical and effective conservation of CDFAE.

_____ Signature	_____ Signature	_____ Signature
Name:	Name:	Name:
Position:	Position:	Position:
Affiliation:	Affiliation:	Affiliation:



CDFCP Current Projects & Initiatives

July 2024

1 Nature Smart Project

The purpose of the [CDFCP Nature Smart Project](#) is to convene key stakeholders in a cross-disciplinary collaborative process **to develop a Framework for the delivery of nature-based solutions to the twin problem of climate change and biodiversity loss in south-west BC.**

The focus is on identifying gaps and opportunities in the development of policies, decision-support tools and incentives available to local government, ENGOs and First Nations.

1.1 Year 1 – 2021/2022

- **Identifying Mapping Gaps:** The CDFCP undertook detailed interviews with local government and First Nations planners, provincial and federal government mapping specialists; NGOs consultants and carbon specialists to understand where there were gaps in mapping used to make decisions in relation to the protection of nature based solutions
- **Terrestrial Ecosystem Mapping** in the Comox Region
- **Carbon Project Feasibility Assessment** in the CDFCP Working Area
- **Literature Review of Hydrological Modelling** in Relation to Forestry Management

1.2 Year 2 – 2022/2023

- **Solutions to Mapping Gaps:** The CDFCP undertook a second round of interviews with local government and First Nations planners, provincial and federal government mapping specialists; NGOs; consultants and carbon specialists to explore what had been heard in FY21 and to find solutions to mapping gaps.
- **Carbon as an Incentive:** The CDFCP undertook in depth interviews with local government and First Nations representatives and experts within the field of carbon and environmental finance to Identify how financial incentives for private landowners and municipalities could accelerate adaptation to the effects of climate change
- **Local Government Perspective:** The CDFCP undertook in depth interviews with local government to Identify gaps or rub points in regulation and policy relating to the protection / creation of ecosystems (forests, fresh water and coastal wetlands) that will reduce or provide resilience to the effects of climate change

1.3 Year 3 – 2023/2024

- **Incentives for Forest Landowners:** projects to gain further understanding of the incentives that forest landowners would consider, leading to the protection of nature based solutions to climate change and biodiversity protection.
 - o Carbon Feasibility Assessment for private forest owners
 - o Carbon Feasibility Assessment for local government
 - o Understanding forest landholder perspectives on carbon offsetting



- **Decision Support Tools / Biodiversity Atlas:** The CDFCP is working in Partnership with [UBC Botanical Gardens](#) and [UBC Okanagan](#) on the development of a Biodiversity Atlas as part of a larger project called [Action for Adaptation](#). The purpose of the Atlas is to provide mapping layers that local governments and First Nations have indicated they need to help guide their planning and decision making to enable the protection of nature based solutions to climate change and the protection of biodiversity.
 - A Review of Decision Support Tools that Protect Nature Based Solutions
 - A Review of Mapping Support Tools – Carbon
 - A Review of Mapping Support Tools – Ecosystem Connectivity
 - A Review of Mapping Support Tools – Land Cover

2 Biodiversity Atlas / Action for Adaptation

2.1 Developing a Biodiversity Atlas

- **Identifying gaps:** The CDFCP in partnership with UBC Botanical Gardens held a [Biodiversity Mapping in South-west BC workshop \(2022\)](#) in October 2022. This brought together spatial mappers and users from a broad range of backgrounds including; local, provincial and federal government, First Nations, academics, consultants and eNGOs to collectively brainstorm ideas for developing a Biodiversity Atlas for the CDFCP area of interest.
- **Finding Mapping Solutions:** CDFCP began a pilot project developing Biodiversity Atlas mapping layers for the Sunshine Coast Regional District. In November 2023, UBC Botanical Gardens, UBC's Earth Observation and Spatial Ecology Lab and the Coastal Douglas-fir Conservation Partnership (CDFCP) held a follow-up [Biodiversity Mapping in South-west BC Workshop \(2023\)](#). This online atlas will identify areas of high biodiversity and carbon value, and include mapping layers such as land cover and land cover change, ecosystem connectivity, species at risk and of cultural value. It will help First Nations and local governments incorporate nature and conservation areas into decision-making and governance.

2.2 Action for Adaptation

- **Collaboration for Climate Solutions:** From the 2022 Biodiversity Mapping workshop, the [Action for Adaptation](#) project emerged as a further collaboration of the UBC Botanical Garden and the CDFCP. The purpose of the project is to develop decision and policy support tools for local governments and First Nations on BC's south west coast to accelerate actions for climate adaptation and biodiversity conservation. Tools under development include:
 - Biodiversity atlas
 - Templates for policies that support nature-based solutions
 - Tools to identify policy gaps and how to address them



3 Species at Risk and of Cultural Value Seedbank Gathering

Climate change and land use change is leading to the loss of species. A BC Seedbank would provide a long-term storage facility that protects genetic diversity and that could be used in restoration projects following catastrophic events such as fire.

The CDFCP, Ministry of Water, Land and Resource Stewardship (WLRS), and the UBC Botanical Garden hosted a virtual [Species at Risk and of Cultural Value Seedbank Gathering](#) on February 28th, 2024. The purpose of the gathering was to work towards developing a roadmap for the establishment of a seedbank for species at risk and of cultural value in BC. The gathering brought together people from native plant nurseries (indigenous and non-indigenous), botanical gardens, herbaria, indigenous restoration practitioners, local, provincial and federal governments, NGO's, scientists and researchers.

The CDFCP Steering Committee is currently seeking funding to extend and continue this project.



REQUEST FOR DECISION

To: ITC Board

For the Meeting of: July 23, 2024

From: Staff

Date Prepared: July 11, 2024

SUBJECT: ITC 2025/26 Budget Submission

RECOMMENDATIONS:

That the Islands Trust Conservancy Board approve the draft 2025/26 ITC Budget as presented and direct staff to provide it to the Director of Administrative Services and the Director of Trust Area Services for inclusion in the Islands Trust draft 2025/26 budget.

- 1 PURPOSE:** To direct staff regarding preparation of the 2025/26 Islands Trust Conservancy (ITC) Budget submission.

BACKGROUND:

At its May 2024 meeting, the ITC Board discussed the 2025/26 budget needs of the ITC and passed the following resolution:

ITC-2024-028

It was **MOVED** and **SECONDED**,

that 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.

CARRIED

The Trust Area Services Director and A/ITC Manager have prepared a budget (Table 1) and have incorporated the Board direction.

Changes to the budget to be noted include:

- Per Direction from the Director of Administrative Services, the “Contract Services” line has been broken into two: Contracted Temporary Staffing and Professional Services. The Professional Services line is intended for hiring of professionals with skills not held by staff. It is intended that funds in this line will be used for independent evaluation of the Species at Risk project and with First Nations engagement and involvement in species at risk work;
- An increase to the “Conservation Planning and Land Securement” line to allow for cooperative work that is anticipated based on First Nations interests, informed by engagement on the ITC Five Year Plan;
- An increase to the “Legal” line as legal requirements and costs have increased; and
- An increase to the “Training and Conferences” and “Travel for Training” lines to address costs for two known conferences as well as yet to be determined training for other five staff.

The wage increase for BCGEU staff is not yet known; staff have estimated 3%. This amount will be refined through the budget process.

2 IMPLICATIONS OF RECOMMENDATION:

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

FINANCIAL: The anticipated increase to the Islands Trust contributions to the ITC work is anticipated to be a minimum of \$15,760, largely driven by estimated salary increases.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: ITC staff will forward budget requests to FPC and Trust Council and continue to work through the budget 2025/26 process.

FIRST NATIONS: The budget contains funds to support engagement and cooperation with First Nations.

CLIMATE CHANGE: None

OTHER: None.

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

4 ATTACHMENT(S): Budget Submission Breakdown2025/26

RESPONSE OPTIONS

Recommendations:

That the Islands Trust Conservancy Board approve the draft 2025/26 ITC Budget as presented and direct staff to provide it to the Director of Administrative Services and the Director of Trust Area Services for inclusion in the Islands Trust draft 2025/26 budget.

Alternatives:

- 1) That the Islands Trust Conservancy Board approve the draft 2025/26 ITC Budget as presented with the following amendments:
 - *[insert amendments]*and direct staff to provide it to the Director of Administrative Services and the Director of Trust Area Services for inclusion in the Islands Trust draft 2025/26 budget.

Prepared By: Carolyn Stewart, Manager, Islands Trust Conservancy

Reviewed By: Clare Frater, Director, Trust Area Services / July 15, 2024

	2024/25				2025/26			Increase/Decrease in IT Tax Contribution	
Description	Islands Trust Contribution: Taxes	Grant Contribution: FN Engagement	Grant Contribution: SAR	Total Approved Budget	Islands Trust contribution: Taxes	Grant Contribution: SAR	Total Draft Budget	\$ Change	% Change
Salaries and Benefits *	267,003		120,000	387,003	288,613	110,000	398,613	21,610	8.1%
Communications	12,500		5,500	18,000	4,500	5,500	10,000	(8,000)	-64.0%
Contracted Temporary Staffing	20,000			20,000	15,000		15,000	(5,000)	-25.0%
Professional Services**	-				2,000	13,000	15,000	2,000	100.0%
Subscriptions	400			400	400		400	-	0.0%
Memberships	1,800			1,800	1,800		1,800	-	0.0%
Board Honoraria	7,000			7,000	7,000		7,000	-	0.0%
Board Meeting Expense	2,850			2,850	2,850		2,850	-	0.0%
Board Training and Conferences	1,600			1,600	1,600		1,600	-	0.0%
Property Management	111,140		55,000	166,140	97,140	69,000	166,140	(14,000)	-12.6%
Safety	1,200			1,200	1,200		1,200	-	0.0%
Conservation Planning and Land Securement	11,550		15,000	26,550	25,000	12,000	37,000	13,450	116.5%
Ecosystem Mapping	-		4,200	4,200	5,200	4,000	9,200	5,200	100.0%
Legal	22,000			22,000	30,000		30,000	8,000	36.4%
Mobile Devices	3,290			3,290	3,290		3,290	-	0.0%
Training and Conferences	4,700			4,700	6,400		6,400	1,700	36.2%
Travel for Training	3,700		300	4,000	4,500		4,500	800	21.6%
Travel	19,500		6,500	26,000	19,500	6,500	26,000	-	0.0%
Project: ITC Plan First Nations Engagement	10,000	10,000		20,000	-		-	(10,000)	-100.0%
TOTAL Direct ITC Costs	500,233	10,000	206,500	716,733	515,993	220,000	735,993	15,760	3.2%
Admin Allocation - 14% ***	326,086			326,086	334,849	-	334,849	8,763	2.7%
TOTAL	826,319	10,000	206,500	1,042,819	850,842	220,000	1,070,842	24,523	3.0%

* Estimate of ITC salaries and benefits for draft budget 2025-26, assumes 3% wage increases under the BCGEU agreement.

** Professional Services includes \$8,000 from ECCC for contracted First Nations liaison/advisor and \$5,000 for contracted program evaluation.

*** Estimate of Admin Allocation based on previous year's budget, plus estimated 2.7% increase in line with increase to ITC budget

NOTE: Budget amount listed for prior year is as per the approved budget.



BRIEFING

To: Islands Trust Conservancy Board
For the Meeting of: July 23, 2024
From: Carolyn Stewart, Manager
Date Prepared: July 3, 2024
SUBJECT: Islands Trust Conservancy 2024/25 Work Plan

PURPOSE: The attached work plan outlines the focus of Islands Trust Conservancy work in the 2024/25 fiscal year and will inform upcoming communications.

BACKGROUND: At its May 2024 meeting, the Board discussed a desire for more clarity on an annual work plan, in addition to the three-year work plan addressed at the meeting.

Further, the Board directed staff to develop communications materials for interested and affected parties and the public with regard to the updated work plan and rationale for prioritization of elements of the Regional Conservation Plan (2017-2029).

It is not typical to communicate externally about internal work planning and project prioritization. The Conservancy Board reports quarterly to Trust Council about its work and priorities. It would be typical to communicate externally about major projects and accomplishments. Such information could form part of regular newsletters and/or noted through social media posts. Highlights from the attached 2024-2025 work plan, such as First Nations engagement around the Islands Trust Conservancy Five Year Plan, annual covenant and nature reserve monitoring programs, and the Species at Risk Project, may be used to create the communications.

Given the current workload associated with day-to-day operations, progress on some projects may be modest. Staff intend to prioritize hiring of a new Property Management Team Lead position to bring additional resources on board, as well as First Nations engagement and implementation of a property management database as these were projects funded by Trust Council for the 2024/25 fiscal year.

ATTACHMENT(S): 2024/25 Islands Trust Conservancy Work Plan

FOLLOW-UP: Communications will be undertaken as directed by the Board in Fall 2024.

Prepared By: Carolyn Stewart, Manager July 3, 2024

Reviewed By/Date: Clare Frater, Director, Trust Area Services/July 11, 2024

2024 Islands Trust Conservancy Work Plan

July 1, 2024

Regional Conservation Plan Goal	Board Priority of Goal	Type of Initiative	Major Tasks	ITC Manager Comments	Target Initiation	Target Completion
Goal 2: Strengthen relationships with First Nations to identify and collaborate on shared conservation goals.	High (Board's primary focus for 2024 is to initiate the project and have meaningful engagement with interested First Nation governments).	Project (Manager-led) (ITC business case for \$20,000 funded by Trust Council for 2024/25)	ITC Five Year Plan Development Project	Includes: - contacting all First Nations, - setting up meetings with interested Nations, - learning from them what their interests are and how they would like us to work with them, both as we develop the 5 year plan and into the future. - Work with First Nations as the plan is drafted, - present Draft Plan to FN leadership, and refer to LTCs, TC, and conservation partners for review, - finalize the plan for ITCB endorsement and provide to Minister for approval. - Provide a summary of engagement to the Minister and follow up with First Nations on how their input was incorporated/used. Note: There may be a need to seek timeline extension to ensure engagement is not rushed and allows for fulsome discussion with Nations and to consider all input received.	Q2	TBD (min Q4)
Goal 1: Identify, investigate and communicate about	Medium (Board's primary focus for 2024 is ongoing items)	Operational	Communications Program	Includes development and implementation of: - three 'The Heron' newsletters per year - regular social media development - webpage updates - key message development	Q1	Q4

Regional Conservation Plan Goal	Board Priority of Goal	Type of Initiative	Major Tasks	ITC Manager Comments	Target Initiation	Target Completion
important natural areas to generate action on conservation priorities.				- ITC annual report - IMPACT report - covenant landholder newsletter - enews to ITC subscribers - celebrations of new covenants and nature reserves - iNaturalist participant profile management		
Goal 1	Medium	Operational	Fund Development & Fundraising Program	Includes: - on-going relationship development with lawyers, financial advisors and tax specialists in Victoria, Nanaimo and Vancouver to promote use of financial and securities donations to increase ITC's ability to undertake projects - donor database entries - responses to donations received - on-going work based on the Strategic Fund Development Plan and related Action Plan.	Q1	Q4
Goal 1	Medium	Operational	Update and maintain ecological data sets	Includes working with Information Systems staff to: update and maintain data sets in mapping platforms (TAPIS Map, MapIT) for four main audiences: ITC's conservation planning and management staff, Islands Trust land use planning staff, elected and appointed decision-makers, and ITC partners.	Q1	Q4
Goal 1	Medium	Project	Communications	Includes development and implementation of: ITC Communication Strategy (two year plan to build stronger communications, targeted communications, and stronger relationships)	Q1 Q1	Q4 Q2

Regional Conservation Plan Goal	Board Priority of Goal	Type of Initiative	Major Tasks	ITC Manager Comments	Target Initiation	Target Completion
				- Communications Photo Management Project (to organize backlog of 1000+ unfiled photos for communications purposes) - Protected Areas Map Update Project (to decolonize language, update photos and write-ups) - Survey of nature reserve volunteer wardens (for assessment of this program)	Q1 Q2 Q2	Q2 Q4 Q4
Goal 1	Medium	Project	Species at Risk Project	Includes development and implementation of: - Local Trustees Workshop (June 2024) - Development and dissemination of public information about species at risk in the Islands Trust Area and how to help protect them - acquiring and coordinating appropriate species and ecosystems at risk information from government - research and gather data from other sources.	Q1 Q1 Q1 Q1	Q1 Q4 Q4 Q4
Goal 1	Medium	Project (Manager-led)	Work with interested First Nations to identify a confidential list of areas of cultural importance and sacred significance in the Islands Trust	Through ITC 5 Year Plan conversations.	Q3	On going

Regional Conservation Plan Goal	Board Priority of Goal	Type of Initiative	Major Tasks	ITC Manager Comments	Target Initiation	Target Completion
			Area that ITC could help them protect.			
Goal 1	Medium	Project	Invasive Species and Species at Risk management in ITC Covenants	Includes: research into best practices and documentation of how best to address invasive species and species at risk in ITC held covenant areas.	As time permits	
Goal 3: Continue to secure and manage Islands Trust Conservancy Board lands and conservation covenants to maximize ecological integrity.	Medium (Board's primary focus for 2024 is on managing ITCB lands/covenants rather than seeking/securing new lands and covenants.)	Operational	Conservation Covenant Monitoring Program	Includes: - contacting all landholders to establish monitoring dates - conducting monitoring site visits (78 properties) to assess all aspects of the restrictions on the covenant and the general health of the ecosystems - input of all monitoring data and photos into property management systems - preparing monitoring reports for each covenant site visits - updating mapping - reporting to the ITC Board - communicating with the landholders about the monitoring, any compliance issues and recommended actions to protect the covenanted area.	Q1	Q4

Regional Conservation Plan Goal	Board Priority of Goal	Type of Initiative	Major Tasks	ITC Manager Comments	Target Initiation	Target Completion
Goal 3	Medium	Operational	Nature Reserve Monitoring Program	Includes: • contacting all management groups and covenant holders to establish monitoring dates, • conducting monitoring site visits (34 nature reserves) to assess the general health of the ecosystems, ongoing operations and management actions to-date, management plan recommended actions, issues that have been identified, • input of all monitoring data and photos into property management systems, • preparing monitoring reports for each nature reserve, • updating mapping, • reporting to the ITC Board, • communicating with partners about the monitoring, any management issues and recommended actions to protect the nature reserves.	Q1	Q4
Goal 3	Medium	Operational	Nature Reserve Operations and Management Program	Includes: • establishing annual contracts, through the Islands Trust procurement process, with each of the local conservancies and needed contractors that undertake day-to-day operations and management activities on behalf of the ITC • working with contractors to develop annual work plans • on-going liaison with contractors about issues that arise through the year	Q1	Q4

Regional Conservation Plan Goal	Board Priority of Goal	Type of Initiative	Major Tasks	ITC Manager Comments	Target Initiation	Target Completion
Goal 3	Medium	Operational	New Acquisitions Program (covenants and nature reserves)	ITC staff continue with negotiations of in-progress applications that have already received Board approval. Any new applications will be brought to the Board for consideration before staff spend significant time in on the file.	Q1	Q4
Goal 3	Medium	Project (Manager-led/New Team Lead to assist once hired)	Risk Management Policy Development Project	This project has been broken into two phases. Phase 1 relates to Risk Management Policy or Procedure relating to Public Safety (2024-25). This is likely to include aspects such as: danger tree management around trails/ITC infrastructure, and fire as it relates to people in and around the nature reserve, trail maintenance, unusual natural hazards). Where possible, ITC staff will seek existing Public Safety Risk Management policies and procedures from other conservancies, park agencies, local jurisdictions, (e.g., NCC, CRD Parks), and MIABC as a starting point. Phase 2 relates a Risk Management Policy or Procedure relating to Environmental Risk. This may include aspects related to: insect infestations, invasive species, fire, flooding. Phase 2 may require considerably more research for policy/procedure development and may be tied into the ITC climate change project when it is initiated.	Q3	Q4
Goal 3	Medium	Project	Research Climate Change options for ITC protected areas	Includes researching and consideration of key climate change parameters that effect the protection and management of the ITC lands and covenants and developing options (new direction or projects) relating to how to adapt to the changing climate situation/climate emergency.	After Property Management Team	TBD

Regional Conservation Plan Goal	Board Priority of Goal	Type of Initiative	Major Tasks	ITC Manager Comments	Target Initiation	Target Completion
					Lead is in place	
Goal 3	Medium	Project	Species at Risk Project	Includes: - required grant reporting and project administration - determining what ITC needs for data system - determining prioritization of ITC nature reserves that require species at risk work - consideration of how ITC can/will manage species at risk in nature serves and covenant areas - species at risk public communications (with/through communications program) - potential assistance with acquisitions - consideration of how culturally important species for First Nations may be addressed with assistance from ITC/Species at Risk project.	Q1	Q4
Goal 3	Medium	Operational (policy-driven)	Management Plan Program	Develop of management plans for: - Ruby Alton Nature Reserve, - Saturnina Island Nature Reserve - Link Island Nature Reserves. Note: The ITC Board has put these management plans on hold at present to allow the ITC Five Year Plan engagement with First Nations to inform management planning work.	Q1	ON HOLD
Goal 4: Continue to build internal and shared	Low (Board's primary focus for 2024 is on internal	Operational	Ongoing liaison with others through partnership	Includes: Participation on the Coastal Douglas-fir Conservation Partnership Steering Committee	Q1	Q4

Regional Conservation Plan Goal	Board Priority of Goal	Type of Initiative	Major Tasks	ITC Manager Comments	Target Initiation	Target Completion
organizational strength and resilience to ensure long-term nature conservation in the Islands Trust Area.	organizational strength and resilience.)		projects, other government initiatives, local conservation groups, etc. (internal work)	• Participation in the Sidney Islands Ecological Restoration Project • BC Kelp Resilience Project • Local/Regional conservancy liaison		
Goal 4	Low	Project (Manager-led) (ITC business case for \$72,803 funded by Trust Council for 2024/25)	Hire new ITC staff position	Includes: • preparing job description • undertaking job classification process • advertising • development of testing materials and interview questions • evaluation of resumes • preparing for and holding interviews • selection of candidate, • reference checks • negotiation of start • organization of equipment/space • training • development of performance plan	Q2	Q4
Goal 4	Low	Project (Manager-led)	Long range organizational planning	Includes: • evaluation of current structure of the ITC • identification of current issues • identification on-going and anticipated needs • identification of future focus areas	Q4	Q4

Regional Conservation Plan Goal	Board Priority of Goal	Type of Initiative	Major Tasks	ITC Manager Comments	Target Initiation	Target Completion
				identification of options to ensure long term organizational strength and resiliency. Note: Includes consideration of fundraising and fund development for conservation purposes.		
Goal 4	Low	Project (ITC business case for property management database project for \$20,000 funded by Trust Council for 2024/25)	ITC data management systems improvements	Includes: - Contracted improvements to and testing of ESRI Field Maps/Survey 123 field technology project - Internal/contracted customization and implementation of Cityview for application processing - Internal migration of contact and donor data from Salsa database to Nation Builder, and development of custom reports - Procurement of contractor, needs assessment, procurement, data migration from TAPIS Map and entry of other data into property management database - Use of GIS for spatial visualization and analysis of data - Evaluation of whether the various technological systems can be made more efficient and effective for ITC's protected areas management/data management needs and data input/output.	Q1 Q1 Q3 Q3 Q3 Q3	Q2 Q1 Q4 Q4 Q4 Q4



BRIEFING

To: Islands Trust Conservancy Board
For the Meeting of: July 23, 2024
From: Carolyn Stewart, Manager
Date Prepared: July 5, 2024
SUBJECT: Islands Trust Conservancy 5 Year Plan – Engagement Plan Outline

PURPOSE: To provide the Board with additional detail about the intended engagement process for development of the 2026-2030 Islands Trust Conservancy Plan.

BACKGROUND: The *Islands Trust Act* requires the Islands Trust Conservancy to prepare and submit to the Minister, at least once every five years a plan for the trust fund (now Islands Trust Conservancy). In December 2022, the Conservancy submitted an Interim Islands Trust Conservancy Plan 2023-2026 to the Minister for approval. The Minister did not approve the interim plan and has requested that Islands Trust Conservancy undertake further engagement with the First Nations who participated in development of the proposed three year interim plan and provide a 2026-2030 Islands Trust Conservancy Plan to the Minister for approval.

The Islands Trust Conservancy Board, at its May 28, 2024 meeting, requested that staff provide a First Nations engagement plan.

The Minister had asked that the next full five-year plan be submitted for Ministerial approval in 2025. In a May 10, 2024 letter to the Minister, the Islands Trust Conservancy Board Chair stated that the ITC Board anticipated being able to deliver an ITC Plan for review and approval in late 2025. That timeline is now shifting to early 2026. In mid-2025, staff will prompt the Board to write to the Minister with an update and advising of the anticipated change in timing.

ATTACHMENT(S): ITC 5 Year Plan – Engagement Plan Outline

FOLLOW-UP: Staff will initiate the engagement process beginning in August 2024.

Prepared By: Carolyn Stewart, Manager, Islands Trust Conservancy

Reviewed By/Date: Clare Frater, Director, Trust Area Services, July 11, 2024

Islands Trust Conservancy 5 Year Plan

Engagement Process Outline

Task	Target Initiation	Target Completion
1. Prepare First Nations mail out list/draft letter(s)	August 2024	August 2024
2. Send initial letters to First Nations	September 2024	September 2024
3. Conduct initial follow up by email/phone	September 2024	September 2024
4. Set up initial meeting with interested Nations*	September 2024	December 2024
5. Second follow up by email/phone with Nations that have not responded	November 2024	November 2024
6. Set up initial meetings with any additional Nations	November 2024	December 2024
7. Working together (as identified by each Nation**)	January 2025	March 2025
8. Draft the 2026-2030 plan	April 2025	June 2025
9. Draft Plan to ITC Board for review (for referrals)	July 2025	July 2025
10. Refer draft plan to ITCs, Trust Council, Conservancy partners for comment	August 2025	October 2025
11. Provide draft plan to FN Leadership*** Presentation can be offered, if desired	September 2025	November 2025
12. Revise plan based on comments received	December 2025	January 2026
13. Proposed 5 year plan to ITC Board	March 2026	March 2026
14. Submit to Minister****	March 2026	

*Information meeting – First Nations will have the opportunity provide info re: current ITC mission, vision, wanting to develop relationships/broaden our working opportunities, note 5 year plan requirement. First Nations will be able to provide us how engagement can take place, generally and for the development of the 5 year plan. Determine initial level of interest in participating in plan development. Request key contact person be established.

**We will take the lead from First Nations in terms of how they would like to engage. We will suggest working (zoom) meetings. Summaries of meeting will be provided after each meeting/key sections of plan will be provided as we are working on them.

***This will include illustration of how we've been working together, what/how we've incorporated input received from their reps.

****Submit by end of 2025/26 Fiscal.



Public Acquisitions Update For July 23, 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	TFB-2017-031: It was MOVED and SECONDED , that the Trust Fund Board accept the updated Conservation Proposal from the Crystal Mountain Society, agreeing to accept transfer of approximately 18.3 hectares of Lot 9, District Lot 90, Galiano Island, Cowichan District, Plan 31200, (PID 000-851-035) and part of Lot A, District Lots 88 and 89, Galiano Island, Cowichan District, Plan VIP68079, (PID 024-351-041), subject to: 1. The release of the rent charge and related easements on the title of Lot A and any other charges determined, through legal review, to be problematic for the Trust Fund Board; 2. Establishing legal access for the Trust Fund Board to the most eastern part of Lot A; 3. Receipt of \$30,000 upon transfer of the land, with at least \$15,000 to be held in a pooled Nature Reserve Management Fund, and \$10,000 to \$15,000 to be put towards the development of a management plan and management activities for the nature reserve; 4. Staff reaching mutual agreement with the water license holders to limit the impact of accessing and maintaining the permitted water works; 5. Agreement with the Society that the portion of the proposed Emergency Access over the nature reserve would be used only in the case of emergency; 6. Written agreement with the Society about the use and maintenance of the pagoda; 7. Installation of boundary and corner pin markers at the time of survey at the expense of the applicant (locations to be determined in consultation with ITF staff); and 8. Final approval of the Trust Fund Board of the final survey plan, transfer agreement and all other associated agreements.
	2019/07/24	Received subdivision proposal plan from the planning department.
	2020/09/08	Applicant provided a revised proposal to the Galiano Island Local Trust Committee.
	2020/12/10	File transferred to TAS Director Frater due to declared conflict of interest by ITC Manager, Kate Emmings.
	2021/01/28	ITC Staff met with applicant. An application update is anticipated for the May ITC Meeting.
	2021/05/25	Update provided to ITC Board.



Public Acquisitions Update For July 23, 2024

Crystal Mountain (Galiano) 18.3 ha.	2021/05/25	ITC-2021-019: It was MOVED and SECONDED, that the Islands Trust Conservancy Board accept the updated approximate lot configuration proposed by the Crystal Mountain Society, subject to staff assessment that adjusted lot boundaries meet ITC conservation goals and policies, based upon a site visit and review of any necessary additional ecological information from the applicant. ITC-2021-020: It was MOVED and SECONDED, that the Islands Trust Conservancy Board accept the Crystal Mountain Society proposal to register a Statutory Right of Way across Lot A on the upper ridge, in favour of Islands Trust Conservancy, to provide legal access to the eastern part of Lot A via the legal easement across neighbouring Lots B and C. ITC-2021-021: It was MOVED and SECONDED, that the Islands Trust Conservancy Board express support for the Crystal Mountain Society proposal to alter the lot boundaries of Lot 9 and Lot 10, prior to land transfer to Islands Trust Conservancy, to remove the pagoda from the proposed nature reserve, subject to staff assessment that adjusted lot boundaries meet ITC conservation goals and policies, based upon a site visit and review of any necessary additional ecological information from the applicant ITC-2021-022: It was MOVED and SECONDED, that the Islands Trust Conservancy Board request that the Crystal Mountain Society update the Ecological Inventory report and other relevant documents to reflect the proposed boundary changes, prior to transfer of the land. ITC-2021-023: It was MOVED and SECONDED, that the Islands Trust Conservancy Board accept the Crystal Mountain Society proposal to register a Statutory Right of Way for emergency access on Lot A in favour of the Capital Regional District prior to subdivision, subject to Crystal Mountain Society's working with ITC staff to develop an appropriate agreement.
	2021/07/07	Staff site visit scheduled.
	2021/07/21	Follow-up staff visit to discuss lot boundary options.
	2022/02/09	Applicant and staff discuss coordinating a visit from a Cultural Knowledge Holder.
	2022/08/16	Meeting with applicant to discuss their meeting with Penelakut Elders and leadership.
	2022/11/24	Meeting with applicant's agent to discuss potential co-management relationship with Penelakut.
	2023/02/01	Applicant's agent provided update on process of fulfilling ITC Board's requirements; continuing discussion with staff about engagement with Penelakut Tribe and other Indigenous community members.
	2023/05/06	Penelakut Tribe has requested greater consultation around subdivision and bylaw. ITC work on hold.
Current Total ITC Acquisitions:		34



PUBLIC COVENANTS UPDATE For July 23, 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 ends on July 25 th , 2024.
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.



PUBLIC COVENANTS UPDATE For July 23, 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.
	2024/06/21	Mortgage holder provided approval in principle for a Priority Agreement for the covenant and SRW over the mortgage.
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.



PUBLIC COVENANTS UPDATE For July 23, 2024

Larmour NAPTEP Covenant (cont'd)	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.
	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)
R. Leader NAPTEP Covenant Salt Spring Island (3.54 ha)	2024/02/28	Draft covenant sent to landholder and co-covenant holder for review.
	2024/04/28	Final baseline report received.
	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.



PUBLIC COVENANTS UPDATE For July 23, 2024

R. Leader NAPTEP (cont.)

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



PUBLIC COVENANTS UPDATE For July 23, 2024

	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, no response received.
	2024/07/03	Letter sent to applicant requesting confirmation of desire to proceed with NAPTEP application.
REGULAR COVENANTS		
<i>52 regular covenants on title, 0 public regular covenants in progress, 0 in camera covenants 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.



PUBLIC COVENANTS UPDATE For July 23, 2024

	2022/10/04	ITC Board rescinds resolution directing staff to negotiate a statutory right of way and related section 219 covenant with adjacent landowner.
	2023/05/30	Staff re-initiated discussion about access arrangement with adjacent landowner. Numerous efforts to set up phone call or (preferred) site visit to discuss options; unable to set meeting.
	2023/11/20	TIRRA agrees to continue holding trail licence for access through adjacent private lands
	2024/01/24	Neighbour on eastern side establishes trail that connects into FFNR from Mt Burchell trail, in a trail licence with TIRRA, as an alternate access.
	2024/03/01	TIRRA and adjacent landholder sign renewed trail licence for existing informal access, to last until April 30, 2026, with automatic renewal for an additional 2 years unless either or both parties desires otherwise.
Total	80 covenants registered	